

CHAPTER 20 ADMINISTRATIVE PROCEDURES

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21 - ORDERING CHANNELS/COST CODING. See National Interagency Mobilization Guide.

21.1 - GEOGRAPHIC COORDINATION CENTERS.

21.1.1 - GREAT BASIN COORDINATION CENTERS.

- A. Eastern Great Basin Coordination Center (EGBCC).** The Eastern Great Basin Coordination Center (EGBCC) in Salt Lake City is the focal point for internal and external requests for the agencies within the geographic area of Utah, Idaho (South of the Salmon River), Arizona (Arizona Strip District) and Wyoming (Bridger-Teton National Forest and Grand Teton National Park).
- B. Western Great Basin Coordination Center (WGBCC).** The Western Great Basin Coordination Center (WGBCC) in Reno is the focal point for internal and external requests for agencies within the geographic area of Nevada and the part of the Humboldt-Toiyabe National Forest in California, the portion of Lake Mead National Recreation Area in Arizona, and the BLM Boise Smokejumpers.

21.1.2 - UNIT DISPATCH CENTERS. Unit Dispatch Centers in the Great Basin, as well as the agencies participating in the Centers, are as follows:

A. Idaho/Wyoming Zone

1. Boise Interagency Logistics Center (BDC)

- Boise National Forest, FS (BOF)
- Deer Flat National Wildlife Refuge (DFR)
- Great Basin Cache Personnel (GBK)
- Idaho State Office, BLM (ISO)
- Boise District, BLM (BOD)
- National Interagency Fire Center (Personnel dispatch)
- Southwest Idaho Supervisory Area, Dept. of Lands, State (SWS)

2. Central Idaho Interagency Fire Center (CIC)

- Salmon/Challis National Forests, FS (SCF)
- Idaho Falls District, BLM (IFD)

3. Eastern Idaho Interagency Fire Center (EIC)

- Bear Lake National Wildlife Refuge (BLR)
- Camas NWR (CSR)
- Caribou-Targhee National Forest, (CTF)
- Eastern Area, Idaho Department of Lands, State (IDS)
- Fort Hall Agency, BIA (FHA)
- Grays Lake National Wildlife Refuge (GLR)
- Idaho Falls District, BLM (IFD)

4. Payette National Forest Dispatch Center (PAC)

- Payette National Forest, FS (PAF)
- Southern Idaho Timber Protection Area, State (TPS)

5. South Central Idaho Interagency Dispatch Center (SCIIDC)

- Craters of the Moon National Monument, NPS (CMP)
- Hagerman Fossil Beds National Monument, NPS (HFP)
- Hagerman National Fish Hatchery, FWS (HMH)
- Idaho Department of Parks and Recreation, State (IDL)
- Minidoka National Wildlife Refuge (MNR)
- South-Central Area, Idaho Department of Lands, State (IDS)
- Twin Falls District, BLM (SID)
- Sawtooth National Forest (SNF)

6. Teton Interagency Dispatch Center (TDC)

- Bridger-Teton National Forest, FS (BTF)
- Grand Teton National Park, NPS (GTP)
- National Elk Refuge (NER)
- Western Wyoming Counties

B. Nevada Zone

1. Central Nevada Interagency Dispatch Center (CNC)

- Battle Mountain Field Office, BLM (BMD)
- Humboldt/Toiyabe National Forest, FS (HTF)
- Winnemucca Field Office, BLM (WID)

2. Elko Interagency Dispatch Center (EIC)

- Eastern Nevada Agency, BIA (ENA)
- Elko Field Office, BLM (EKD)
- Humboldt/Toiyabe National Forest, FS (HTF)
- Northern Region, Nevada Div of Forestry, State (NNS)
- Ruby Lake National Wildlife Refuge (RLR)
- SHO-PAI, Duck Valley Tribe, (DVT)

3. Ely Interagency Communication Center (ECC)

- Ely Field Office, BLM (ELD)
- Great Basin National Park, NPS (GBP)
- Humboldt/Toiyabe National Forest, FS (HTF)

4. Las Vegas Interagency Communication Center (LIC)

- Ash Meadows National Wildlife Refuge (AMR)
- Desert National Wildlife Refuge (DSR)
- Lake Mead Recreation Area, NPS (LAP)
- Las Vegas Field Office, BLM (LVD)
- Moapa Valley National Wildlife Refuge (MVR)
- Pahrangat National Wildlife Refuge (PRR)
- Humboldt/Toiyabe National Forest, FS (HTF)

5. Sierra Front Interagency Dispatch Center (SFC)

- Anaho Island National Wildlife Refuge (AIR)
- Carson City Field Office, BLM (CCD)
- Fallon National Wildlife Refuge (FLR)
- Nevada Div of Forestry, State Office, State (NCS)
- Stillwater National Wildlife Refuge (SWR)
- Humboldt/Toiyabe National Forest, FS (HTF)
- Western Nevada Agency, BIA (WNA)
- Western Region, Nevada Div of Forestry, State (NWS)
- Southern Region, NDF (NSS)

C. Utah/Arizona Zone

1. Color Country Interagency Fire Center (CDC)

- Arizona Strip Field Office, BLM (ASD)
- Bryce Canyon National Park, NPS (BRP)
- Cedar City Field Office, BLM (CCD)
- Dixie National Forest, FS (DIF)
- Glen Canyon National Recreational Area, NPS (GLP)
- Grand Staircase Escalante National Monument, BLM (CCD)
- Rainbow Bridge National Monument (RAP)
- Southern Paiute Field Station, BIA (PIA)
- Southwest Area, Utah Div of Forestry, Fire & State Lands, State (SWS)
- Zion National Park, NPS (ZIP)

2. Moab Interagency Fire Center (MFC)

- Arches National Park, NPS (ARP)
- Canyonlands National Park, NPS (CAP)
- Hovenweep National Monument, NPS (HOP)
- Manti-LaSal National Forest, FS (MLF)
- Moab Field Office, BLM (MOD)
- Monticello Field Office, BLM (MOD)
- Natural Bridges National Monument, NPS (NBP)
- Price Field Office, BLM (MOD)
- Southeast Area, Utah Division of Forestry (SES)
- White Mesa and Ute Mountain Agency (UMA)

3. Northern Utah Interagency Fire Center (NUC)

- Bear River Migratory Bird Refuge (BBR)
- Golden Spike National Historic Site, NPS (GSP)
- Salt Lake Field Office, BLM (SLD)
- Timpanogos Cave National Monument, NPS (TIP)
- Utah State Office, BLM (USO)
- Wasatch-Cache National Forest, FS (WCF)
- Wasatch Front & Bear River, Utah Div of Forestry, Fire & State Lands (NWS)
- Uinta National Forest, FS (UIF)
- Region 4 Office, FS (R04)

4. Richfield Interagency Fire Center (RFC)

- Capital Reef National Park, NPS (CRP)
- South Central Area, Utah Div of Forestry, Fire & State Lands (SCS)
- Fishlake National Forest, FS (FIF)
- Manti-LaSal National Forest, FS (MLF)
- Richfield Field Office, BLM (RID)
- Fish Springs National Wildlife Refuge (FSR)

5. Uintah Basin Interagency Fire Center (UBC)

- Ashley National Forest, FS (ASF)
- Northeast Area, Utah Div of Forestry, Fire & State Lands, State (NES)
- Ouray National Wildlife Refuge, FWS (OWR)
- Uintah and Ouray Agencies, BIA (UOA)
- Vernal Field Office, BLM (VLD)

21.2 - ORDERING PROCEDURES. See National Interagency Mobilization Guide.

21.2.1 - SUPPORT TO BORDER FIRES. See National Interagency Mobilization Guide.

21.2.2 - MOBILIZATION AND DEMOBILIZATION INFORMATION. All resource information, including travel, will be relayed electronically through the Resource Ordering Status System.

All times (ETA and ETD) are in local time zones.

A Cache Shipping Status Form will be used by caches to relay shipping information for supplies. For example, radio requests filled by the National Interagency Radio Support Cache (NIRSC).

Travel information for resources mobilizing to and demobilizing from an incident will be transmitted by creating a travel itinerary in ROSS. Travel legs will reflect the mode of travel, carrier (with flight numbers), departure location, date and time, and arrival location, date and time.

21.2.3 - NEIGHBORHOOD POLICY.

Orders as the result of an incident, preparedness, severity, wildland and prescribed fire will follow established ordering channels.


All Dispatch Centers may order resources directly from their neighbor(s). The following list defines the Great Basin neighborhood for each Dispatch Center:

| UNIT | MAY ORDER FROM |
|-------------|---|
| BDC | PAF, CIC, SCC, EIDC, Boise Smokejumpers |
| CDC | RFC, LVC, EICC, MFC |
| CIC | PAF, SCC, EIC, BDC |
| CNC | SFC, EIC, EICC, EIDC, LVC, Boise Smokejumpers |
| EIC | TDC, CIC, SCC, NUC |
| EIDC | CNC, EICC, NUC, BDC, SCC, Boise Smokejumpers |
| EICC | EIDC, LVC, RFC, NUC, CDC, CNC |
| LVC | EICC, CDC, CNC, SFC (NV-NSS resources only) |
| MFC | UBC, RFC, NUC, CDC |
| NUC | EIDC, SCC, EICC, EIC, RFC, UBC, MFC |
| PAF | BDC, CIC, SCC, Boise Smokejumpers |
| RFC | EICC, NUC, MFC, CDC |
| SFC | CNC |
| SCC | EIDC, BDC, CIC, EIC, NUC, PAF, Boise Smokejumpers |
| TDC | EIC |
| UBC | NUC, MFC |

The following conditions must be met when utilizing the Neighborhood Policy:

- A. Resource ordering standards apply for all resource movement. This includes Initial Attack procedures, resource orders/ROSS, commit messages and reassignment procedures.
- B. Commitment of National resource require a courtesy call to the appropriate GACC.
- C. When mobilizing national resources between neighbors, it is the responsibility of the ordering unit to notify the appropriate Coordination Center after placing the order. Within 15 minutes of resource commitment, the sending unit will notify the appropriate GACC either by phone or commit message.
- D. When a resource is unavailable through the neighborhood policy, the requesting unit will place the order with the GACC. The GACC will obtain resources through established

dispatch channels. **The GACC will normally not check with the requesting Dispatch Center's neighborhood (unless the Neighborhood Policy has been withdrawn).**

- E. Dispatch Centers cannot reassign resources to another Dispatch Center if the resource was originally mobilized through EGBCC or WGBCC.
 - Dispatch Centers may only reassign a neighbor's resource with the permission of the resource's home Dispatch Center.
 - If the Coordination Center(s) needs a resource, which has been mobilized center to center, the GACC will place the order with the resource's home Dispatch Center.
- F. At a Dispatch Center Manager's discretion and with GACC approval, a Dispatch Center may temporarily withdraw their participation in the neighborhood policy.
-  G. EGBCC and or WGBCC have the authority to withdraw the Neighborhood Policy for tactical resources based on activity when the area level has reached PL 4, the Great Basin MAC has been activated and the Dispatch Center Managers have been consulted.

21.3 - NON-INCIDENT RELATED ORDERING. See National Interagency Mobilization Guide.

21.4 - COST CODING. See National Interagency Mobilization Guide.

21.4.1 - BUREAU OF LAND MANAGEMENT. See National Interagency Mobilization Guide.

21.4.2 - BUREAU OF INDIAN AFFAIRS. See National Interagency Mobilization Guide.

21.4.3 - NATIONAL PARK SERVICE. See National Interagency Mobilization Guide.

21.4.4 - FISH AND WILDLIFE SERVICE. See National Interagency Mobilization Guide.

21.4.5 - FOREST SERVICE. See National Interagency Mobilization Guide.

21.5 - RESOURCE TRACKING.

- A. Sending units will relay actual time of departure (ATD) and estimated time of arrival (ETA) for all resources assigned.
- B. Receiving units are responsible for follow up if resources do not arrive within reasonable limits of the most recently communicated ETA.
- C. Great Basin Coordination Centers will not be notified of arrival of resources, except where flight following or resource tracking of aircraft is involved or requested.
- D. All Great Basin resources (i.e., engines, hand crews, helitack) dispatched via a Coordination Center resource order will observe the following procedures. These procedures will enable the Coordination Centers to track and mobilize resources more efficiently.
 - 1. When mobilizing to or from an incident, resources will check-in with their Coordination Center (EGBCC or WGBCC) via the 1-800 Number (or to the number identified on the resource order.) as close to a two-hour interval as possible. (Helicopter flight crew should call during fuel stops.)
 - 2. Miscellaneous overhead, driving to or being released from an assignment have the option to check-in.

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22 - OVERHEAD/CREWS. See National Interagency Mobilization Guide. After available local resources have been exhausted, as well as those available under Initial Attack and/or mutual assistance agreements between units as outlined in Subsection 21.2, requests for assistance shall be placed directly with the appropriate Great Basin Coordination Center.

22.1 - OVERHEAD MOBILIZATION AND DEMOBILIZATION.

MOBILIZATION - Great Basin Coordination Centers will fill orders from the best, most logical source available. This choice will be made on the basis of urgency or need, availability, delivery time, reasonable cost effectiveness, operational impact on other units, consideration of the integrity of the overall program, and, above all, safety. Units filling requests for personnel are responsible for ensuring **ALL** performance criteria are met.

Great Basin Coordination Centers will accept requests for general clerical, driver, or laborer positions only after all sources available at the local unit level have been exhausted or have been determined to be unavailable. See National Interagency Mobilization Guide.

DEMOBILIZATION - Orderly flow of personnel and resources from the incident to the place of origin must follow the reverse order of mobilization and remain within established communication channels. Emphasis will be placed on having personnel home no later than 2200 local time during all demobilization. It must be recognized that occasionally the availability of large transport aircraft will dictate the time frames of the demobilization of resources.

Great Basin Coordination Centers shall establish priorities for releases and inform other centers of resources becoming available.

Demobilization information shall specify the last days off and how many days left before end of commitment and final demobilization.

If a resource is released for disciplinary reasons, no reassignment will be considered. The home unit and appropriate GBCC will be informed of disciplinary action. The home unit will be responsible for reassignment action.

Units/Incident Commanders will complete performance evaluations for all sub-standard performances (based on qualification levels or the ability to do the job) for suppression/support resources. These evaluations shall be immediately filled out and sent to the local line officer and forwarded to the appropriate Great Basin Coordination Center. The GBCC shall forward the evaluation to the responsible agency representative.

See the Interagency Incident Business Handbook, Subsection 12.7-1 for Rest and Recuperation (R&R) guidelines and See National Interagency Mobilization Guide.

22.2 - CREWS (TYPE 1 and TYPE 2). See National Interagency Mobilization Guide. All sending Dispatch Centers within the Great Basin shall forward a crew manifest via electronic means to the ordering unit via established dispatch channels. Agencies/Units sponsoring Type 2 crews will comply with established guidelines.

22.3 - FIRE USE MODULES. See National Interagency Mobilization Guide and Prescribed Fire Modules Operations Guidelines, Dispatching Procedures, Pages 10-12.

22.4 - SMOKEJUMPERS. See National Interagency Mobilization Guide.

Movement of smokejumpers within the Great Basin will be coordinated through the appropriate Great Basin Coordination Center. During periods of high activity and upon the request of the Center Manager, a smokejumper coordinator will be assigned at Coordination Centers to assist with smokejumper operations. The appropriate Great Basin Coordination Center(s) must be notified when fifty (50) percent of the smokejumpers have been committed by the local unit.

Orders for use of jump ready smokejumpers with aircraft within the Great Basin shall be on an Aircraft resource order. Smokejumper booster orders shall be on an Overhead order.

The following procedures are for the purpose of expediting Initial Attack requests. A notification call will be made to the appropriate dispatch center and the aircraft should be launched immediately. The request will be for an A-#, Load of Smokejumpers, additional request numbers are not required on such an order. As soon as possible after the jumpship is airborne, the sending dispatch unit shall provide a manifest by electronic mail/fax to the receiving unit per established dispatch channels. All other header information on the order will be completed by the ordering unit and provided as usual.

22.5 - HELICOPTER MODULE.

22.5.1 - ORDERING EXCLUSIVE USE HELICOPTERS. Whenever an Exclusive Use Helicopter fills a helicopter request, the administrating/sending unit will send the helicopter and support resources to conduct operations. The compliment of resources will include: fuel truck, support vehicle, manager and a **minimum** of 3 crew personnel. Any additional crew personnel needed for helibase management or Initial Attack will be ordered and negotiated at time of dispatch between the receiving and sending unit. The helicopter order will be placed on an Aircraft Order form with all the support/module information documented on that Aircraft Request Order form.

22.5.2 - ORDERING CWN HELICOPTERS. Whenever a CWN helicopter is ordered, a qualified Manager and Module is required to manage this resource. If none are available locally, a Manager/Module must be ordered simultaneously with the aircraft order through the appropriate Great Basin Coordination Center. The order shall be placed on an Overhead resource order, with a separate request number for each individual. Cross reference notations should be made on the corresponding Aircraft resource order to identify which module is assigned to which helicopter.

If the intended use is for Initial Attack the Helicopter Manager request must specify a fitness level of arduous. Any other qualification requirements (ICT4, etc.) must also be specified.

When CWN personnel/modules are required to arrive with module/mission specific equipment (flight helmets, radios, etc.) it must be specified at the time of request.

22.5.3 - PERSONNEL REQUIREMENTS FOR CWN HELICOPTERS. (See the Interagency Helicopter Operations Guide (IHOG), Chapter 2 for a summary of personnel requirements.) For all agencies within the Great Basin, the following CWN Helicopter Manager/Module requirements shall be met:

A. CWN Type 1 and 2 Helicopters. There are both limited category (restricted to lift only, no passenger carrying) and standard category (passenger carrying) Type 1 and 2 helicopters available. CWN Helicopter Manager/Module requirements are as follows:

1. Type 1 and 2 Limited. Requires a Helicopter Manager only.

2. Type 1. Standard requirements are:

(a) Fire Use. Requires a Helicopter Manager plus 4 Helicopter Crewmembers.

(b) Project Use. Requires a Helicopter Manager only, with an order for additional Helicopter Crewmembers as necessary.

3. Type 2 Standard. Requirements are:

(a) Fire Use. Requires a Helicopter Manager plus 3 Helicopter Crewmembers.

(b) Project Use. Requires a Helicopter Manager only, with an order for additional Helicopter Crewmembers as necessary.

Table 22.1 - Items to Consider When Ordering a Helicopter

| HELICOPTER | | TYPE: | |
|--|---|---|---|
| Type 1 | Standard | Cargo including | loads and passengers |
| Type 1 | Limited | Cargo including | loads - No passengers |
| Type 2 | Standard | Cargo including | loads and passengers |
| Type 2 | Limited | Cargo including | loads - No passengers |
| Type 3 | | Cargo including | loads and passengers |
| Type 4 | | Cargo including | loads and passengers |
| Special Requests: | Helicopter: | Personnel: | Equipment: |
| Helicopter must arrive with bucket | Density Altitude: | Module needed & should it be standard | Aerial firing: |
| Helicopter should be initial attack ready | Extreme temperature possibility anywhere at the fire | Is there any special requirements (i.e. aerial firing or rappeller qualified) | Sphere dispenser with spheres |
| Fuel truck/chase truck should report to different location | A landing area at a relatively high elevation to consider | Are there Agency considerations with regard to personnel | Fusee dispenser with fusees |
| | Capacity: | Special Personnel: | Helitorch with ground crew fuel & vehicle(s). |
| | Minimum Passenger load consideration | Infrared operator | Infrared equipment (w/ operator) |
| | Minimum internal/external load requirement | Retardant mixing/loading crew | Other external equipment: |
| | Special Operations: | Helitorch mixing/loading crew | Long lines |
| | Long Line | FLE crew (qualified smoke-jumpers) | Nets, slings & swivel (specify if non-standard) |
| | Aerial firing | Medical personnel (EMT) | Stokes litter or other specialized rescue items |
| | Helicopter retardant | Pilot(s): | Special buckets or tanks |
| | Non-standard water drops (i.e. Snorkel) | Special qualifications | Ground Equipment: |
| | Rappeller | Relief, dual, or two pilots for 24 Hr. Ops. (Alaska only) | Portatank |
| | Fire Line Explosives (FLE) | | Fueling: |
| | Rescue | | Large capacity fuel operations |
| | | | Avgas (rare for helicopter) |
| | | | Ground Tanks |
| | | | Rollagons (Alaska Only) |

B. CWN Type 3 Helicopters.

(a) Fire Use. Requires a Helicopter Manager plus 2 Helicopter Crewmembers. (Limited Use requires a manager only)

(b) Project Use. Requires a Helicopter Manager only, with an order for additional Crewmembers as necessary.

22.5.4 - SUPPORT EQUIPMENT REQUIRED. CWN modules, when assigned, shall arrive with the following support equipment:

- A. Each module crewmember shall have personal protective equipment (PPE), web gear, and personal pack.
- B. The Helicopter Manager shall have a portable radio and necessary operational and contract administrative paperwork and forms (30 pounds additional weight is approved).
- C. If additional support equipment (cargo nets, vehicles, etc.) is needed, ordering unit must furnish or order (See Table 22-1 on the previous page).

22.5.5 - QUALIFICATIONS. CWN Helicopter Managers and Helicopter Crewmembers must be qualified in accordance with agency policy. There is no type distinction between Type 1, 2 or 3 Helicopter Managers or Crewmembers.

22.6 - COMMUNICATIONS COORDINATOR. See National Interagency Mobilization Guide.

22.6.1 - FREQUENCY COORDINATION. The Great Basin Frequency Coordinators are responsible for coordinating with NIRSC at NIFC, local units, and GACC's on assignment, coordination and control of frequencies. (See the Great Basin Aviation Communication Plan in the supplement of this guide.)

22.7 - INCIDENT METEOROLOGIST. See National Interagency Mobilization Guide.

22.8 - CACHE SUPPORT POSITIONS. See National Interagency Mobilization Guide.

22.9 - NATIONAL INCIDENT MANAGEMENT TEAMS.

22.9.1 - INTERAGENCY INCIDENT MANAGEMENT TEAMS.

See National Interagency Mobilization Guide.

The Great Basin Geographic Area has two (2) Type 1 Incident Management Teams and six (6) Type 2 Incident Management Teams.

The decision as to which type of team to utilize is usually based on incident complexity and other considerations. An **Incident Complexity Analysis** (See Interagency Standards for Fire and Fire Aviation Operations, Appendix L and M) may be used by the ordering unit, in consultation with the responsible Line Officer or Manager, in making decisions regarding ordering of Type 1 or Type 2 Teams or the replacement of a Type 2 Team with a Type 1 Team.

The primary mission of these teams is for wildland fire management. FEMA requests for teams will be honored by all federal agencies, and on a case-by-case basis by the state and local cooperators.

Incidents that do not meet the above criteria will be filled on a case by case basis at each agency's discretion.

22.9.1.1 - TYPE 1 INCIDENT MANAGEMENT TEAMS. The Great Basin and Rocky Mountain Geographic Areas have three (3) Type 1 Incident Management Teams on a combined Rocky Mountain/Great Basin rotation and National rotation. The teams will

be identified on the National rotation as "Rocky Basin". Within the Rocky Mountain/Great Basin area they will be identified by the Incident Commander's last name. This rotation is established prior to the fire season (See Subsection 68.2., Point 1A). Great Basin Type 1 Teams will comply with the Great Basin Type 1 Incident Management Team Operating Plan (Also see "Team Operating Guidelines"). Operating and dispatching procedures are as follows:

1. GENERAL PROCEDURES.

- a. All requests for Type 1 Incident Management Teams will be made through established dispatch channels.
- b. Rocky Mountain/Great Basin Coordination Centers and NICC will place resource orders for the on-call "Rocky Basin" Incident Management Team with the appropriate Coordination Center as follows:

EGBCC - Muir
EGBCC - Broyles
RMCC - Martin

It is the responsibility of the Incident Commander's Geographic Area Coordination Center to notify cooperating GACC's/NICC of internal commitment of a team.

- c. Type 1 teams are on-call on a year round basis. Each on-call period will begin at 0001 hours Wednesday (MT) and continue through the following Tuesday at 2400 hours (MT).
- d. The Rocky Basin Type 1 Incident Management Team call-out schedule will start April 5, 2006, and continue through the year.
- e. Once a team has been mobilized, the next Type 1 team on rotation will fill the remainder of that call-out period and their scheduled call-out period, so that the scheduled rotation remains the same.
- f. Two Type 1 Teams may be committed within the Great Basin/Rocky Mountain Areas before a Coordination Center must go to NICC and obtain additional Team(s) from the National Roster.
- g. If the Type 1 Incident Commander is unavailable for call-out, the entire team is unavailable. The next team on the schedule will move up to the on-call status. The Deputy Incident Commander may be allowed to take the team with Geographic Area MAC Group approval.
- h. When more than two primary Command/General Staff members are unavailable for dispatch, the team is unavailable. The next team on the schedule will move to the on-call status for the remainder of the week, plus its regularly scheduled week.
- i. A Long Team configuration shall be the normal response within the Great Basin/Rocky Mountain Area unless the requesting unit specifically requests a short team. The Rocky Mountain Team configuration will be accepted within the Great Basin. See Chapter 60 or Team Operating Plan (Supplement 1) for the Great Basin Long Team configuration for use within the Great Basin.

When dispatched out of the Great Basin/Rocky Mountain Area, the Team will comply with the National standard (See National Interagency Mobilization Guide, Chapter 60) unless the additional positions are approved and ordered by the requesting unit.

- j. On-call team members will be available for mobilization within two hours during the designated period of call-out.

- k. If a short team is mobilized, the remaining members of the team will be kept in on-call status for twenty-four (24) hours. After twenty-four hours, these members shall be placed off-call and may be available for miscellaneous assignments.

The Rocky Basin team internal rotation will be posted annually after IC selection and notification has occurred. The Rocky Basin Team that is up number one on the internal rotation will be the team on-call on the National rotation. In the event that the Rocky Basin Team rotation changes during the National rotation the Incident Management Team that rotates into the number one slot will take the National rotation slot. When there are two Rocky Basin teams on-call on the National Rotation the team that is next up on the Rocky Basin rotation will be in the second slot on the National rotation. If a Rocky Basin Team is not eligible for National Rotation the team next on-call will fulfill the National on-call obligation. Once a team has been mobilized or deemed unavailable, the next team on rotation will fill the remainder of that call-out period and their own scheduled rotation remains the same. If two Rocky Basin teams are mobilized within the Rocky Basin and a third team is needed, that request will be placed at NICC to fill off the National rotation.

Team Performance Evaluations will be completed by agency line officers for all incidents within their jurisdiction. Performance evaluation forms or narratives shall be completed and forwarded to the appropriate Great Basin Coordination Center within 7 days of the team closeout. The Coordination Center will forward evaluations to the Great Basin Operations Group chairperson.

2. ROLES & RESPONSIBILITIES FOR TEAM COORDINATION AND MOBILIZATION.

- a. **Team Coordination Center.** The Eastern Great Basin Coordination Center (EGBCC) is the overall coordinator of Type 1 Teams.
- b. **Great Basin Coordination Centers (GBCC).** EGBCC and WGBCC are responsible for team members within their geographic areas of responsibility in the Great Basin.
- c. **Unit Dispatch Centers.** Dispatch Centers are responsible for team member(s) within their dispatch area.

The following identifies the coordination levels and the roles and responsibilities of each:

Team Coordination Center (EGBCC)

- a. Maintains current information on the "Rocky Basin" Team regarding rotation/availability for National and Great Basin/Rocky Mountain call-up.
- b. Disseminates standby and alert notices to the appropriate centers.
- c. Provides status information on the Situation Report, and as needed to WGBCC, RMCC, NICC and the dispatch centers within their area.
- d. Relays and/or receives mobilization and demobilization information to/from the appropriate Dispatch/Coordination Centers.
- e. Coordinates travel arrangements between sending and receiving units when necessary.
- f. Provides an end-of-the-year report of team utilization.

Great Basin Coordination Centers (GBCC's)

- a. Receive and implement mobilization requests from the ordering units and process orders through appropriate channels.

- b. Notify team member's unit dispatch center and Incident Commander of on-call/standby status of team and any current fire activity which potentially might affect team status.
- c. Receive notification of unavailability of individual team members from unit dispatch centers and request substitute(s) per substitute ordering procedures (See Subsection 22.9, Subpoint A.6).
- d. Advise/coordinate with appropriate Incident Commander on substitution needs pertaining to the team.

Unit Dispatch Centers.

- a. Notify each team member of on-call status if different than regular rotation schedule. It is incumbent on each team member to make notification to his/her IC and the local unit dispatch center if he/she will be unavailable for the call-out period.
- b. Receive mobilization/demobilization order and process according to dispatch plan.
- c. Notify coordination center of team member unavailability.
- d. Coordinate with appropriate GBCC concerning team member(s) transportation arrangements. See Subsection 24.3.1.C for further information on coordination of air transportation between Coordination Centers and local units.

3. TYPE 1 TEAM REASSIGNMENT AND DEMOBILIZATION PROCEDURES.

- a. Reassignment. No reassignment of out-of-area Type 1 teams, from one incident to another, will occur unless done in coordination with NICC. Reassignments of in-area teams can occur, but should be coordinated with the appropriate Geographical Center manager (or MAC Group, if in place) and NICC.
- b. Demobilization. Normal demobilization procedures for Type 1 Teams will involve demobilizing the entire team at the same time. In rare circumstances, a unit can request continued assistance from an individual team member after the team departs. Concurrence from the team IC and the team's sending Coordination Center will be necessary for this to occur.

4. PROCEDURES FOR NOTIFICATION OF ON-CALL STATUS.

- a. On the Monday before call-out, EGBCC will send out the current team roster to its units and to WGBCC. WGBCC will forward it on to the team members' dispatch centers as a reminder that a new on-call period is coming up.
- b. Team members are responsible for statusing themselves in ROSS. Dispatch centers will confirm team member(s) availability, especially if outside the normal team schedule. They will inform the respective Coordination Centers if a team member is unavailable.
- c. Established team rosters, with substitutes as they occur, shall be created by and be the responsibility of the Eastern Great Basin Coordination Center. These lists shall be posted to the Eastern Great Basin website.
- d. EGBCC will notify WGBCC, RMCC and dispatch centers of any changes in the rotation.

5. PROCEDURES FOR REQUESTING TYPE 1 TEAM SUBSTITUTES.

- a. A team member who anticipates being unavailable, or becomes unavailable during an on-call period, shall perform the following, in order:
 1. Notify his/her IC.
 2. Notify the appropriate team member as identified by the team's internal policies (for example, individual's supervisor within the team).
 3. Notify his/her dispatch center.
 4. Suggest a substitute to his/her dispatch center.
- b. Dispatch centers have the responsibility to relay unavailability to Coordination Center.
- c. The EGBCC and WGBCC will attempt to find team substitutes for the two Great Basin Teams using the established priority substitute list within the Great Basin.
- d. When the position is filled, EGBCC will update the roster and repost to the website.

22.9.1.2 - TYPE 2 INCIDENT MANAGEMENT TEAMS. The Great Basin has established six Type 2 Teams. The Great Basin Type 2 Team rotation and call-out schedule will start May 19, 2006 and continue through October 5, 2006. Each on-call period will begin at 0001 hours Friday (Mountain Time) and continue through Thursday at 2400 hours (Mountain Time). See Chapter 60 for rotation schedule and team rosters. Great Basin Type 2 Teams will comply with the Great Basin Type 2 Incident Management Team Operating Plan. Operating and dispatching procedures are as follows:

1. GENERAL PROCEDURES.

- a. All requests for Type 2 Incident Management Teams will be made through established dispatch channels.
- b. When three (3) primary Command/General Staff members are unavailable for dispatch, the team is unavailable.
- c. Great Basin Type 2 Teams will adhere to National guidelines regarding weight limitations, shift lengths, and length of fire assignments.
- d. Long team configuration will be the normal response within the Great Basin, unless the requesting unit specifically requests a short team.
- e. Type 2 Team members that are on-call shall be available for mobilization within two hours.
- f. If a short team is mobilized, the remaining members of the team shall be kept on-call for twenty-four (24) hours. After 24 hours, these members may be available for miscellaneous assignments.

2. TEAM CONFIGURATION. Type 2 Teams ordered for use within the Great Basin area will be either in a long or short team configuration. Any variation from the standard configuration is at the discretion of the requesting unit only. See Chapter 60 for team configuration.

3. MOBILIZATION OF GREAT BASIN TYPE 2 TEAMS. Teams will be ordered through the following GBCC's for use within the Great Basin area, or by NICC. All orders for additional Type 2 Teams from outside the Great Basin will be ordered by the appropriate GBCC through NICC.

- Brunner: EGBCC
- Lund: WGBCC

- Saleen: WGBCC
- Suwyn: EGBCC
- Thomas: EGBCC
- Whalen: WGBCC

4. **ROLES AND RESPONSIBILITIES OF THE COORDINATION CENTERS.** The following identifies the roles and responsibilities of the Coordination Centers relative to Type 2 Teams:

- a. EGBCC and WGBCC are the primary contacts for all orders regarding Type 2 Great Basin Teams.
- b. Receive and implement mobilization/demobilization requests from ordering unit(s) and process orders through the dispatch centers. Coordinate travel arrangements between unit dispatch centers.
- c. Maintain current information on team status regarding rotation for Great Basin area and disseminate standby and alert notices to the appropriate Incident Commander and dispatch centers. Maintain current roster of the assigned team members and update and send roster to GBCCs and unit dispatch centers.
- d. Team rosters will be maintained at the teams' respective GACC. Teams will update availability with the GACC on the Wednesday before the Friday on-call period and updated rosters will be posted to the GACC websites. Team members will status themselves in ROSS. This is to provide notification and verification of availability.
- e. Provide status information on the situation report and as needed by the other GBCC's, NICC, and dispatch centers.
- f. Advise the Incident Commander of substitutions pertaining to the team, as well as call-up status.

5. **PROCEDURES FOR MOBILIZING GREAT BASIN TYPE 2 TEAMS.**

- a. Dispatch Centers and NICC shall order an Incident Management Team through the appropriate GBCC following established dispatch channels.
- b. The Coordination Center will relay orders to dispatch centers and coordinate transportation needs for all team members within their area and adjacent areas.
- c. Dispatch centers shall advise team members & coordinate transportation with GBCC.
- d. Substitution needs that become necessary at the time a team is mobilized shall be promptly relayed by the dispatch center to a Great Basin Coordination Center, who shall fill using the established prioritized substitute list within the Great Basin.

22.9.1.3 - TYPE 1 AND 2 TEAM MOBILIZATION ORDER CHECKLIST. The mobilization order checklist can be found on the Eastern Great Basin web page. <http://gacc.nifc.gov/egbc>

22.9.2 - NATIONAL AREA COMMAND TEAMS. See National Interagency Mobilization Guide.

22.9.3- INTERAGENCY FIRE USE MANAGEMENT TEAMS (FUMT).
See National Interagency Mobilization Guide.

22.9.4- NATIONAL PARK SERVICE ALL-RISK INCIDENT MANAGEMENT TEAMS.
See National Interagency Mobilization Guide.

22.10 - INCIDENT SUPPORT TEAMS.

22.10.1 - BUYING TEAMS. See National Interagency Mobilization Guide. Team listings and Rotations are located in Chapter 60. Rocky Mountain and Great Basin Buying Team members are attached to their team and are unavailable as individual overhead, unless the team stands down.

The Rocky Mountain and Great Basin Geographic Areas have established Type 1 and Type 2 Buying Teams. The teams are on a 1-week on call rotation schedule. Type 1 Buying Teams begin the season on the same rotation schedule as the Type 1 Incident Management Teams (IMTs); however, each team is a single entity, and are not attached to one another. When activated, a Buying Team will be assigned to and work for the Line Officer or designate (Administrative Officer) of the unit with the incident(s). The teams will be requested, as a team only through established dispatch channels and not as miscellaneous overhead. If units need additional procurement assistance, orders may be placed for the specific required positions. The Administrative Officer will provide those accommodations and services that are necessary for the unit to function.

A. Type 1 Buying Teams. Type 1 Buying Teams consist of seven (7) positions: three qualified procurement personnel, three support personnel, and one procurement or leader trainee. Each team shall have at least one GS-1102 contracting officer with a minimum of \$100,000 warrant authority. Support personnel from the incident agency may be used. (Refer to the Interagency Incident Business Management Handbook Chapters 20 and 40.)

The Great Basin and Rocky Mountain Geographic Areas have two (2) Type 1 Buying Teams on a combined Rocky Mountain/Great Basin rotation and National rotation. One of the Type 1 Buying Teams is also on national rotation for assignments outside the geographic areas. This team will be identified on the national rotation as "Rocky Basin". Teams will be identified by the Buying Team Leader's last name. Great Basin Buying Teams will comply with the Rocky Mountain/Great Basin Buying Team Standard Operating Procedures. All requests for Buying Teams will be made through established dispatch channels.

1. Type 1 Buying Teams consist of seven (7) members and should be ordered for all Type 1 incidents in the Great Basin Geographic Area. This is not required in the Rocky Mountain Geographic Area.
2. Buying Team status will be maintained by the Geographic Area Coordination Center of the team leader:
3. All Buying Team members will be ordered through and mobilized by their respective geographic area Coordination Center.
4. The Rocky Basin Type 1 National Buying Team call-out schedule is a year-round rotation.
5. On-call team members will be available for mobilization within two hours during their designated alert period.
6. If a team stands down, the remaining members shall be available for single resource assignment.
7. Once a team has been mobilized, the next team in rotation will be notified and placed on 24 hour call status for the remaining 7 day period. Once a team has been demobilized, regardless of length of assignment, the released team will move to the last position in the rotation.

8. Once both Rocky Basin Type 1 Buying Teams are committed within the Rocky Basin, additional team(s) must be obtained from the National Roster.
9. Team Leaders have the option of standing their team down at any time.

B. Type 2 Buying Teams. The Type 2 Buying Teams consist of four (4) positions: one qualified procurement personnel, 2 support personnel, and one trainee. Each team shall have at least one GS-1105 Purchasing Agent with a minimum \$25,000 warrant authority. Support personnel from the incident agency may be used. (Refer to the Interagency Incident Business Management Handbook, Chapters 20 and 40.)

The combined Rocky Mountain and Great Basin areas have four (4) Type 2 Buying Teams. Teams will be identified by the Buying Team Leader's last name. Rotation schedules are established prior to fire season (See Subsection 68.2.3). Buying Teams will comply with the Rocky Mountain/Great Basin Buying Team Standard Operating Procedures. All requests for Buying Teams will be made through established dispatch channels.

1. Type 2 Buying Teams consist of four (4) members and are available for Type 2 incidents or when a local unit has the need for their services due to incident activity.
2. Buying Teams status will be maintained by the Geographic Area Coordination Center of the team leader:
3. All Buying Team members will be ordered through and mobilized by their respective Geographic Area Coordination Center.
4. The Rocky Basin Type 2 Buying Team call-out schedule will start 0001 hours (Mountain Daylight Time, MDT), the third Wednesday of April, and end 2400 hours (MDT) the third Tuesday of October.
5. On-call team members will be available for mobilization within two hours during their designated alert period.
6. If a team stands down, the remaining members shall be available for single resource assignment.
7. Once a team has been mobilized, the next team in rotation will be notified and placed on 24 hour call status for the remaining 7 day period. Once a team has been demobilized, regardless of length of assignment, the released team will move to the last position in the rotation.

C. Buying Team Substitution Procedures. For Both Type 1 and Type 2 Buying Teams, a substitute can be filled from the Alternate Buying Team member list. See Chapter 60.

If no alternate leader is available to substitute, the next team schedule will move up to on-call status.

Team leaders are responsible for providing a roster of team members to their GACC prior to their on-call period and are also for informing their home unit dispatch office where they can be reached. They must be able to be mobilized within two (2) hours of notification of assignment during their assigned availability periods.

Team members are responsible to know the on-call schedule and be available. It is the team members responsibility to inform their team leader and local dispatch of availability status during their assigned week so that replacements can be named. This notification should occur sufficiently in advance for a coordination center to provide a substitute. The coordination centers will fill substitutes from a list of qualified buying team leaders and members provided by the Rocky Basin Buying Team Coordinator. The coordination center

will inform the buying team leader status through the on-call team rosters distributed via dispatch channels. Substitutes will be for the entire on-call period.

NOTE: The Buying Team Leader position may be substituted by the Assistant Team Leader or a qualified team leader and that virtually all members of a buying team may be substitutes.

Substitutes: Every effort will be made to make Buying Team substitutions using personnel from within the Rocky Mountain/Great Basin geographic areas. In the event sufficient resources are not available within the Rocky Mountain/Great Basin geographical boundaries to fill all team positions, the resources needed to fill out the team positions may come from the other geographic areas.

Buying team substitutions exchanged across geographic area boundaries may be requested only after all resources are exhausted within the Rocky Mountain/Great Basin Geographic Areas. The resource must be requested prior to mobilization; the substitutes will not be filled during the mobilization process. Vacant positions will be filled through normal dispatch channels by the requesting unit/GACC/or NICC, if sending GACC has been unable to fill prior to mobilization.

Substitutions of team members during assigned availability periods will be made by the Coordination Centers based on lists of qualifications provided by the Rocky/Basin Buying Team Coordinator. Substitutes will be assigned to the team for that call-out period.

D. Procedures for Notification of On-Call Status.

Lists of team members will be produced and disseminated by the Team Leaders Coordination Center for each alert period. These lists will be exchanged between Coordination Centers and will be sent to all dispatch centers.

E. Procedures for mobilizing a Buying Team.

1. All orders for Buying Teams will follow standard dispatch channels. When a Rocky Mountain/Great Basin Buying Team is mobilized within the Rocky Mountain or Great Basin Geographic areas, the requesting GACC will place the order for the teams with the respective managing GACC, as appropriate (RMCC for RM teams and EGBCC for GB teams). Transportation information will be processed through regular dispatch channels.

F. Reassignment and Demobilization.

1. Normal demobilization procedures for Buying Teams will involve demobilizing the entire team at the same time. In certain circumstances, a unit can request continued assistance from an individual team member after the team departs and upon approval of the team's leader.
2. Reassignments will occur as needed.
3. Buying Team Performance Evaluations will be completed by agency representatives for all incidents within their jurisdiction. Performance evaluation forms or narratives shall be completed and forwarded to the appropriate Coordination Center. The Coordination Center will forward evaluations to the Rocky/Basin Buying Team Coordinator. The Coordinator will forward evaluations to the Rocky/Basin Incident Business Committee.

G. Roles and Responsibilities for Team Coordination and Mobilization.

1. **Team Coordination Center:** Each GACC will maintain the status of the team's leader. EGBCC, WGBCC, and RMCC are responsible for mobilizing individual team

members within their geographical areas. Each center will notify the other centers of Buying Team mobilizations within their geographic area.

2. **Unit Dispatch Centers:** Responsible for team member(s) within their dispatch area.
3. **Team Leaders:** Responsible for their team and assures availability of members.
4. **Team Members:** Responsible for notifying their leader and Dispatch Center of availability or unavailability prior to each alert period. Must be available to mobilize within two (2) hours when on alert status.
5. **Incident Business Advisor** – The Incident Business Advisor (IBA) serves as liaison and advisor to the Agency Administrator (AA), **working directly for the AA**. The IBA is recognized as an interagency position and serves as a “bridge” to the AA, the Incident Management Team, and other incident support functions. This bridge provides a communication flow to assigned resources with the focus being successful incident business management practices. The IBA will facilitate the unit’s ability to implement sound Incident Business Practices such as cost effectiveness and adequate financial documentation.

22.10.2- ADMINISTRATIVE PAYMENT TEAMS (APT). See National Interagency Mobilization Guide. The policy and procedures in the National Interagency Mobilization Guide apply to U.S. Department of the Interior (DOI) agencies only.

22.10.3 - BURNED AREA EMERGENCY RESPONSE (BAER) TEAMS. See National Interagency Mobilization Guide.

22.10.4 - CRITICAL INCIDENT STRESS DEBRIEFING TEAMS.
See National Interagency Mobilization Guide.

22.10.4.1 - DEFINITION. A Critical Incident is any incident so unusually stressful and powerful that it breaks through an individual's emotional defenses to cause an immediate --or delayed-- emotional reaction that may be beyond a person's ability to cope. Examples of critical incidents and when to call for a debriefing are:

- Death of a team or crew member.
- Fire shelter deployment, loss of life following (or despite) unusual physical or emotional effort (in particular, for emergency or fire medical personnel)
- An accident with casualties, or an incident with serious potential to have caused an accident.
- Incidents requiring the suppression of normal reactions.
- Events charged with profound emotion.

22.10.4.2 - ORDERING. If a Team is not available on the local unit/area, requests for Debriefing Teams shall be made to Great Basin Coordination Centers on an Overhead resource order. (General overview of the situation or appropriate contact will be required.) Great Basin Coordination Centers will work with GACC’s respective CISM Coordinators to fill the request. If the GACC cannot fill the team request the order will be placed at NICC.

22.10.5 - NATIONAL FIRE PREVENTION/EDUCATION TEAMS. Fire Prevention/Education Teams are ordered through normal dispatch procedures. Include a detail request form with the order when appropriate.

See National Interagency Mobilization Guide, chapters 20 and 60.
For additional information, contact Jeanette Hartog @ 801-625-5245

22.10.6 - WILDLAND FIRE AND AVIATION SAFETY TEAMS (FAST). See National Interagency Mobilization Guide and Great Basin FAST Operations Procedures Guide.

Requests for a FAST may originate at any level of any organization within the Great Basin. All requests need to be routed to the organization representative on the Great Basin MAC group. This strategy allows the MAC group to monitor the number and types of safety review teams they have in their field. All FAST teams will receive a delegation of authority from the MAC group that specifies the objectives and scope of their mission.

A national FAST can be ordered through the National Interagency Coordination Center and authorized through the National MAC group if qualified personnel are not available in the Great Basin.

22.10.7 - AVIATION SAFETY ASSISTANCE TEAMS (ASATs). Aviation Safety Assistance Teams (ASAT's) may be ordered for either fixed-wing base or helibase operations. Orders for ASATS will originate at the Regional or State level.

During widespread fire aviation activity throughout the Great Basin, a centralized location for the formation, briefing, assignment, and debriefing of ASAT's may be established. This shall be coordinated by the Coordination Center(s), and agencies and units involved. ASAT's should not be deployed without a letter of delegation.

ASAT's are responsible for:

- Reviewing safety, operations, and procedures per agency manual directives and operational guides (for example, Interagency Helicopter Operations Guide, Interagency Airtanker Base Operations Guide, Interagency Airspace Coordination Guide);
- Completing appropriate evaluations as contained in the above guides;
- Reviewing the evaluation immediately with appropriate personnel: Incident Commander, Operations Section Chief, Incident Air Operations staff, and if necessary, the local unit Air Officer and Line Manager; making recommendations for improvement of safety and efficiency of operations;
- Providing debriefing and written report feedback to the applicable agency aviation officer at the State/Region/Area Office level.

The ASAT is usually interagency in makeup and consists of four personnel:

- Operations Specialist (specify Helicopter or Fixed-Wing Base)
- Pilot Inspector
- Maintenance Inspector
- Aviation Safety Specialist
- An Avionics Technician may be added to the team if the situation warrants.

ASAT's may visit and evaluate aviation operations on an incident or unit more than once during extended operations; recommended interim between visits is 5-7 days.

22.11 - FIRE SECURITY POSITIONS. The job titles for ground level security personnel working in the facilities and field security areas reflect the training and experience necessary to safely accomplish the job.

22.11.1 - SECURITY SPECIALIST 1.

- A. Security Specialist 1 is a qualified Peace Officer, Law Enforcement Officer, or Commissioned Officer. Security Specialist Level 1 (SEC1), per the National Mob Guide, is authorized or equipped to make arrests or serve warrants and is agency certified.

- B. Peace Officers, Law Enforcement Officers, and Commissioned Officers who fill the Security Specialist 1 position shall report to the incident with their defensive equipment. Defensive equipment shall be transported and carried in accordance with respective agency policies.
- C. The following is a comparison of equivalent ratings among agencies. However, when actually ordering, ensure that the individual is certified at the level specified (i.e., Security Specialist 1).

SEC1: USFS: Law Enforcement Officer
 BLM: Ranger/Agents
 BIA: Commissioned Officers
 NPS: Commissioned Officers
 FWS: Refuge Officers

22.11.2 - SECURITY SPECIALIST 2.

- A. A Security Specialist 2 has, at a minimum, Forest Service Level 2 Law Enforcement Training and experience (or another agency's equivalent) and is skilled in recognizing actual and potential security problems.
- B. Security Specialist 2 (SEC2) is not authorized or equipped to make arrests or serve warrants, but is agency certified.

22.12 - HUMAN RESOURCE SPECIALIST. The following applies to incidents on USDA-Forest Service lands only. A Human Resource Specialist will be ordered for Forest Service incidents with 300 or more people. Incident Commanders should evaluate the need for this position on incidents with less than 300 people and order one if needed.

22.13 - UNION REPRESENTATIVES. Incident Commanders of Type 1 and Type 2 Incident Management Teams are responsible for notifying the applicable Coordination Center via the unit dispatch center when a fire has reached a level of three hundred (300) individuals on a Forest Service fire or three hundred (300) Forest Service employees on other than a Forest Service fire. The Coordination Center will notify the Regional Dispatcher, who in turn will notify the Regional Union Vice-President. Notification will include the fire name and the name of the Incident Commander.

22.14 - COST UNIT COMPUTER APPLICATION.

22.14.1 - GENERAL CONSIDERATIONS.

Incident Cost Accounting and Reporting System (ICARS) is a computer application that has been developed for use on fires. Advantages to using the computer applications include:

- Provides support for cost share arrangements.
- Improves the accuracy of Incident Cost Reports.
- Provides timely analysis of fire costs for the IC to make more informed decisions.

22.14.2 - ORDERING OF COST UNIT PERSONNEL. Personnel needed to adequately operate the ICARS are a Cost Unit Leader (COST) or Cost Specialist (THSP). The Cost Specialist will be dispatched with the required computer hardware and software. Orders will be processed through regular dispatch channels through the appropriate coordination center.

The cost unit positions should be ordered early in the incident, since it is much easier to gather information from the beginning, rather than trying to retrieve it at a later date. When possible, a Cost Specialist Trainee should also be ordered to facilitate qualifying additional personnel.

22.15 - GREAT BASIN TRAINEE PROGRAM.

Purpose

The Great Basin Trainee Program (GBTP) is a process to equitably identify and assign single resource trainees incidents. The majority of formal opportunities will be associated with the activation of Type 1 and 2 Incident Management Teams (IMT's). "Pre-designated" trainees shall be assigned to all Type 1 and 2 IMT's. This process must be successful if the pool of qualified, available resources is to be maintained in the Great Basin.

Goals

- 1.) Provide quality training assignments and subsequently ensure a continuation of a well trained interagency fire management organization.
- 2.) To promote on-incident training expertise and mentioning skills.
- 3.) To provide fair and equitable training opportunities to all employees of the interagency wildland firefighting community in the Great Basin.

Roles and Responsibilities

A. Role of incident Management Teams (IMT's). The Incident Management Team must ensure that meaningful training opportunities exist. The IMT's will request pre-designated trainees through normal dispatch channels. Teams should continually look for training opportunities. The only two occasions when teams should not request trainees is when:

No fully qualified individual, in the same trainee related position, is available to directly oversee the requested trainee.

Insufficient time exists prior to demobilization in order to provide a quality training assignment.

Incident Commanders are responsible for maintaining an initial compliment of trainees. Initially there should be eight (8) trainee requests with each Type 1 IMT and six (6) trainee requests with each Type 2 IMT. Teams should make significant attempts to fill trainee positions that have been identified as critical positions. These critical positions (often unable to fill) are identified annually by the Great Basin Coordination Centers. Additional trainees (with task books properly issued) should be ordered from the incident jurisdictional units when possible.

All team members have a long term responsibility to identify a potential future replacement for themselves. Each team member should also possess or acquire mentoring skills sufficient to provide leadership, task book administration and a quality trainee experience.

B. Role of the Incident Training Specialist. The Incident Training Specialist is responsible for tracking individual training assignments, on-incident follow-up and final documentation of the assignments, analyzing the overall incident situation and suggesting opportunities for additional trainees when it appears appropriate. Consider additional assistance when more than 15 trainees per Training Specialist are requested by the incident.

C. Role of the Great Basin Coordination Centers (GBCC's). The Great Basin Coordination Centers will maintain a list and report annually on the types of positions the area most consistently is unable to fill. If a Coordination Center determines that no trainees are available for a specific position, the Coordination Center can request a trainee through the National Interagency Coordination Center (NICC). However, prior to going to NICC, the Coordination Center should attempt to pass this intention back to the incident to determine if they still want the position filled. Due to the shared

Type 1 IMT team with Rocky Mountain, it may be suggested that the Rocky Mountain area be contacted first.

Coordination Centers will honor trainee name requests under the following conditions:

- 1.) The requested name is pre-identified as a primary trainee who has become available after the team was mobilized, **or**...
- 2.) The requested name is pre-identified as an alternate trainee associated with the IMT, **or**...
- 3.) The requested individual is in a position that has been determined to be a difficult position to fill ("critical need") **and** the requestor has determined that the individual is truly available for the trainee assignment.

If these criteria are not met, the requested position will be filled based on standard dispatch procedures.

D. Role of the Agency. Each Agency will identify and prioritize qualified trainees by position, meeting specific Agency needs with Line Manager's concurrence and approval. This list of prioritized trainees will be provided to the Agency's Board Representative who provides oversight for each interagency dispatch center jurisdiction. The Board will re-prioritize the Agencies' lists in order to ensure fair and equitable trainee representation for each agency. Each Dispatch Center Board will prioritize the trainee list and present it to the dispatch center prior to June 1st.

E. Role of the Interagency Dispatch Centers. Each Interagency Dispatch Center will compile a complete list of qualified trainees by position. Dispatch Centers will pass the Board prioritized list and the complete trainee list to the respective Coordination Centers by June 1st. Dispatch Centers should attempt to fill trainees from their Board prioritized list whenever possible. They should also notify their respective Coordination Center when a trainee has become fully qualified or long term unavailability has been determined.

F. Role of the Trainee. Each trainee will make every effort to make themselves available for training assignments and notify dispatch centers in the event they become fully qualified/certified or they become unavailable for an extended period of time.

22.16 - REPORT OF SERIOUS INJURY OR DEATH OF A NATIVE AMERICAN FIREFIGHTER.

These special instructions will follow the same channel back to the incident. The following applies to these situations:

- The Incident Management Team will notify the appropriate Great Basin Coordinator immediately with the name of the individual, crew name, home unit, and the situation.
- The Coordinator will notify the home unit with the information received from the incident. The home unit will notify the local tribal officers of the situation.
- The tribal official will notify the family and receive special instructions on how the family wishes this injury or death to be handled.

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23 - EQUIPMENT/SUPPLIES. All equipment and supply orders will follow established ordering procedures. All equipment and supplies ordered via resource order will be ready for fireline use. See National Interagency Mobilization Guide.

23.1 - EQUIPMENT/SUPPLIES MOBILIZATION.

In addition to those identified in the National Interagency Mobilization Guide, procedures for National Fire Equipment System (NFES) equipment/supply orders for all agencies are as follows:

- A. Orders for most NFES supply items for Great Basin area incident use can be ordered directly from the Great Basin Cache (GBK) by Type 1 and 2 Incident Management Teams (IMTs), with the approval of the incident's hosting agency unit, thus bypassing expanded dispatch (see Section 23.3/B for NFES equipment/supply items excluded from direct ordering. However, incident and expanded dispatch personnel would still be required to coordinate the assignment of "S" numbers.
- B. With the exception of Type 1 and 2 IMTs, orders for NFES supply items for incident use and local cache restock can only be ordered through approved established dispatch channels.
- C. Orders should be consolidated and prioritized by ordering offices.
 - 1. Priority/critical requests, primarily to meet an extreme need, should be placed on a separate order form.
 - 2. GBK will process orders in the following priority: Initial Attack, project fires, and restock of local caches.
- D. All NFES supply orders placed with GBK should be sent via fax machine, with receipt confirmed through a phone call.
- E. For those resource order requests that GBK is unable to fill, the incident will determine from information provided by GBK whether the request should be forwarded by GBK to the closest NFES cache that is able to fill the request, replaced with a suitable NFES substitute, filled locally or cancelled.
- F. Resource orders to GBK shall include:
 - 1. Incident/Project Name, Order Number, and FireCode(including Forest Service 2 character prefix, if assigned) or complete BLM financial code for non-suppression orders.
 - 2. Complete billing and shipping address (no P.O. Boxes).
 - 3. Incident Base Phone Number, Jurisdiction/Agency and Ordering Office.
 - 4. Request number.
 - 5. Correct unit of issue (ordered by standard pack when practical), NFES number and description of item as identified in the NFES Catalog.
 - 6. Have a realistic date and time needed.
 - 7. Delivery instructions and mode of transportation preferred.
- G. Orders placed to GBK will be defined in one of two categories:
 - 1. CACHE RESTOCK ORDERS: These are orders for items to replenish local cache stocks. Tracking, issuing and accounting of these items will be the responsibility of the ordering unit. A single BLM financial code specific to the ordering unit will be used throughout the fiscal year for these types of orders.
 - 2. ON GOING INCIDENTS ORDERS: These are orders sent directly to incidents that have grown beyond the issuing capabilities of the local unit. GBK will retain

responsibility for tracking and accounting (through incident summary reports) of supplies that they send to these incidents. A FireCode or BLM reimbursable number must be assigned by the ordering dispatch center before GBK can process these orders.

- H. At Great Basin Preparedness levels 4 and 5, GBK may, in concurrence with Great Basin Center Managers, discontinue filling orders other than those directly related to emergency incident support.
- I. If an incident moves the Incident Command Post (ICP) or Base Camp, GBK must be notified **immediately** with the new directions and maps provided to facilitate timely planning and delivery.

23.1.1 - INCIDENT SERVICE AND SUPPLY PLAN. See Section 25 in the Interagency Incident Business Handbook for specific documents to be included in the service and supply plan.

- A. **Emergency Equipment Rental Agreements.** The Great Basin Emergency Equipment Rental Rates are outlined in Chapter 20 of the Interagency Incident Business Management Handbook. In order to avoid duplication of effort and to insure that federal agencies are not in competition with each other, only one agency in each geographical area should be performing pre-season sign up of equipment. Engines, Tenders and Buses - The Government intends to issue Emergency Equipment Rental Agreements for engines, tenders and buses as a result of a Request for Quotations. The specifications (equipment and certifications of training and physical fitness) will become terms of the agreement for equipment signed up under the request for quote. Dispatch centers will be given a list of all equipment signed up under the request for quotes. The list will show location of business and price. Orders for Emergency Equipment Rental Agreements will be placed with the dispatch center for the address listed on the agreement. When a dispatch office receives an order for equipment, the order should be filled from the list based on price, location of equipment and past performance. The Government may issue an order to other than the lowest quote, waive minor informalities or irregularities, or elect not to place orders against the agreement.

See National Interagency Mobilization Guide, Chapter 23.7 for priorities.

B. Zone of Influence. The service and supply plan shall include all equipment rental agreements from all agencies within the unit's zone of influence. Zone of influence is that area in which you would consider contract equipment as closest resources, regardless of administrative boundaries.

C. Once a private piece of equipment has been hired "agency identifier" in block 12 will be designated as the State where the contractor is based, and (e.g., NV-PRI) this will serve to identify to the receiving unit that a piece of private equipment is filling the request rather than an agency resource.

D. The use of vendors who show up on incidents without being ordered (Fire Chasers) should be discouraged. Some situations may dictate the use of fire chasers to meet an immediate need, but these units should be replaced as soon as practical with equipment provided through normal dispatch/hiring process.

23.2 - EQUIPMENT/SUPPLIES DEMOBILIZATION. See National Interagency Mobilization Guide.

23.2.1 - Cache Demobilization Specialist (CDSP).

- A. The use of a CDSP is strongly encouraged on all incidents in the Great Basin with more than 500 personnel at full mobilization.

- B. Resource orders will be initiated by the incident or the unit through appropriate channels for a CDSP that would report to the Logistics Section Chief or unit Fire Management Officer.
- C. The position will assist in the return of supplies, and provide advice in the handling of sensitive items and hazardous materials. Use of this position can help reduce costs associated with sorting and marking supplies, documentation, and can place supplies in an available status quickly.

23.2.2 - Property Return Procedures. Supplies and equipment ordered with suppression funds will be returned to the ordering unit at the end of the incident use and dispersed in one of three ways.

- A. Items meeting NFES standards will be returned to the local or geographical area cache for re-use within the fire supply system.
- B. Items NOT meeting the prescribed NFES standards will be purchased with project funds by the local unit if the items are needed for program use.
- C. Items will be delivered to the unit's excess property program for disposal.

23.2.3 - Cache Return Procedures. Timely returns increase the logistical capabilities of the cache. Returns for credit should be received within 30 days after the control date of an incident.

A. Standard NFES Items. GBK will process returns of NFES items and credit the appropriate incident. Correct incident name, number and accounting codes must accompany all returns.

B. Categories. Recognized categories of supplies for return and accounting purposes include:

1. TRACKABLE - Those items that a cache may track due to dollar value, sensitive property classification, limited quantities available or other criteria set by each geographic area cache. Items that are considered trackable are usually engraved or tagged with a cache identification number. These items must be returned to the issuing cache at the end of the incident use, or documentation must be provided to the issuing cache as to why it was not returned. 100 percent accountability is expected on trackable items.

2. DURABLE - Those cache items considered to have a useful life expectancy greater than one incident. High percentages of return for these items are expected. Acceptable Fire Loss/Use Rates for the following durable goods have been established:

- a) 10% for water handling accessories, helicopter accessories, tents, and camp items (heaters, lights, lanterns, tables, chairs, etc.)
- b) 20% for hose, tools, backpack pumps, sleeping bags, pads, etc.
- c) 30% for Personal Protective Equipment

3. CONSUMABLE - Those items normally expected to be consumed during incident use. Consumable items returned in unused condition are credited to the incident. Examples include: batteries, plastic canteens, cubitainers, forms, MRE's, fusees, hot food containers, petroleum products, and medical supplies.

C. Supply Reports. Outstanding items reports may be requested from GBK to assist in identifying outstanding supplies for return. Fire Loss/Use Rate reports will be

complied by GBK and forwarded to the responsible Agency Administrator within 60 days of the close of the incident. See NFES Catalog for procedures and information regarding this report.

D. **Returns Credit.** To correctly credit appropriate funds when returning items to GBK, the following procedures are in effect:

- 1) Returns for credit to specific project accounts will be accomplished within the same calendar year that items were issued.
- 2) Items returned after the calendar year of issue will be credited to the agency's multiple fire account, unless accompanied by documentation of issue to specific project accounts.

23.3 - NATIONAL INTERAGENCY SUPPORT CACHE ORDERING PROCEDURES.

GBK at the National Interagency Fire Center (NIFC), in Boise, Idaho, is the primary cache for Great Basin units. See National Interagency Mobilization Guide.

- A. Eastern Great Basin Coordination Center (EGBCC) and Western Great Basin Coordination Center (WGBCC) place orders for NFES items directly with GBK, with the exception of NIRSC radio systems and kits. If GBK is unable to fill a request, they (GBK) will forward the request to the nearest national cache that is able to fill the request. In such cases, GBK will retain responsibility for issuing, tracking and accounting these items.
- B. All Great Basin dispatch centers and expanded dispatch offices have the authority to order directly from GBK for most NFES items. Exceptions include NIRSC radio systems and kits, Mobile Cache Support Vans, 500 Person Medical Kits, Fire and Project Remote Automatic Weather Stations, and Atmospheric Theodolite Meteorological Units, all of which must be ordered through the Great Basin Coordination Centers.
- C. The Great Basin Coordination Centers retain the option to allow other units to place orders direct to GBK or require all units to place orders back through the appropriate coordination center in overload situations.
- D. Supply resource orders from the National Interagency Coordination Center (NICC) or other National Interagency Support Caches for supplies will be placed directly with GBK.
- E. Orders sent directly to GBK will be through the Supply Office via hard copy, or fax at (208) 387-5573.
- F. Overhead resource orders for cache personnel to and from GBK will be processed through the Boise Interagency Logistics Center (BILC).



23.3.1 - NFES ITEMS IN SHORT SUPPLY . See National Interagency Mobilization Guide.

23.3.2 - FIELD OFFICE REPLENISHMENT DURING FIRE SEASON. Agencies will use the Resource Order Form to place restock orders directly to GBK. Restock orders must be the result of fire suppression activities and have the appropriate fire suppression fund code. Miscellaneous "ABC" fires may be consolidated for ordering purposes to facilitate unit and cache procedures. Resource orders must be submitted no later than 30 days after fire closeout. The cache will make every effort to fill all restock orders prior to the end of each calendar year; however, back orders for cache restock will be canceled at the end of the calendar year. This will allow for close-out of incident specific fiscal charges.

23.3.3 - FIELD OFFICE REPLENISHMENT OUTSIDE OF FIRE SEASON. GBK will normally accept orders only for non-General Services Administration (GSA) or specialty/sole source items (i.e., kits, Publications Management System items), submitted by requisition or purchase order. Preparedness or orders outside of fire season should be submitted to GSA or other sources of supply as appropriate. This avoids duplicate transportation and handling costs.

23.3.4 - INCIDENT REPLACEMENT OF NFES ITEMS.

See National Interagency Mobilization Guide.

- A. The Incident Supply Unit Leader (SPUL) will be responsible for handling Incident Replacement Requisitions when a Type 1 or Type 2 IMT is assigned. The SPUL approves replacement requests based on Engine Accountability sheets or other fire equipment inventory documents approved by the requesting resource's home unit.
- B. If equipment and supplies are available at the incident for replacement, the request is filled at the incident Supply Unit.
- C. If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is not being immediately demobilized, the Supply Unit will place a resource order for needed items through appropriate channels to the servicing cache. The order will be shipped to the incident and replacement will take place at the Supply Unit.
- D. If equipment and supplies are unavailable at the incident for replacement. AND the requesting resource is being demobilized, an Incident Replacement Requisition (NFES #1300) will be completed by the Supply Unit and forwarded to the servicing geographic area cache.
- E. All geographic area caches will accept Incident Replacement Requisitions.
- F. Authorizing approvals and signatures MUST be included on the requisition. For Type 1 and 2 incidents, these approvals are limited to either the Incident Supply Unit Leader, Logistics Section Chief(s), Support Branch Director, Incident Commander and Agency Administrator or representative.
- G. Completed forms may be taken back to requester's home unit and submitted to their servicing cache.
- H. If the servicing geographic area cache is unable to fill the request, (i.e. unstocked items), that cache will forward the request to the closest geographic area cache that stocks the items.

23.3.5 - INCIDENT REPLACEMENT: TYPE 3 AND TYPE 4 INCIDENTS.

- A. The hosting unit Agency Administrator or representative, such as the Fire Management Officer, will be responsible for handling Incident Replacement Requisitions on Type 3 and 4 incidents. The Agency Administrator or representative approves replacement requests based on Engine Accountability sheets or other fire equipment documents approved by the requesting resource's home unit.
- B. If equipment and supplies are available at the incident for replacement, the request is filled at the incident host unit.
- C. If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is not being immediately demobilized, the hosting unit will place a resource order for needed items through appropriate channels to the servicing fire cache. The order will be shipped to the incident and replacement will take place at the host unit.

- D. If equipment and supplies are unavailable at the incident for replacement. AND the requesting resource is being demobilized, an Incident Replacement Requisition (NFES #1300) will be completed by the Incident Commander and forwarded to the servicing geographic area cache.
- E. All geographic area caches will accept Incident Replacement Requisitions.
- F. Type 3 and 4 incident approvals are limited to the Agency Administrator or representative (i.e. Fire Management Officer).
- G. Replacement orders must be placed within 30 days of control of the incident, and before the end of the calendar year ordering cut-off (mid-December).
- H. Resources may take completed forms back to their home unit and submit to their servicing cache.
- I. If the servicing geographic area cache is unable to fill the request, (i.e. unstocked items), that cache will forward the request to closest geographic area cache that stocks the items
- J. GBK will not process incident replacement requests without authorizing signature(s).

23.3.6 - INCIDENT TO INCIDENT TRANSFER OF EQUIPMENT AND SUPPLIES.



- A. Transfer of supplies and equipment between incidents is not encouraged due to the increased possibility of accountability errors. However, in special instances, when determined to be economically and operationally feasible and advantageous, the following must be accomplished by the Supply Unit Leader from the incident that is releasing the items:
 - 1. Documentation will be completed on the Interagency Incident Waybill (NFES #1472) and must include the following:
 - a) NFES number
 - b) Quantity
 - c) Unit of Issue
 - d) Description
 - e) Property Number, if item is trackable
 - f) Receiving incident name, incident number and resource request number
 - 2. The Supply Unit Leader will send the waybill transfer information to the servicing geographical area cache to maintain proper accountability.
- B. See National Interagency Mobilization Guide.

23.3.7 - MOBILE CACHE SUPPORT VAN PROCEDURES. The following pertains only to those vans owned by GBK that are pre-positioned in field locations. Please be aware that there are some locally owned vans that do not necessarily fall under these procedures.

- A. Cache vans are designed to meet the initial support/incident base needs of Type 2 or larger incidents for one to two operational periods. They are not intended to be an all-inclusive tactical resource, or to be used in multiple initial or extended attack situations. If a van is available and deemed to be a necessary resource for tactical requirements in other situations, discussion and negotiation may take place between the unit FMO and appropriate coordination center for possible assignment.
- B. There are two different configurations of vans: a National Standard (NFES #2069) and a Great Basin Geographic Area enhanced cache van (NFES #9060). The

contents of the Great Basin van reflect the initial large incident management needs of teams assigned to the Great Basin, in addition to the minimum standards identified in the national standard. For Great Basin incident, GBK vans should be ordered as NFES #9069. GBK van contents are listed at: <http://www.fire.blm.gov/gbk/van.html>.

- C. All cache van commitments require that a Supply resource order be placed by the local dispatch to the appropriate Coordination Center, and a copy of the resource order be faxed to GBK by the coordination center. Unless otherwise discussed with the coordination center, units with vans pre-positioned at their location will fill incident requests with that pre-positioned van, noting the location mobilized from and/or the cache van number (i.e. GBK-12) under the Resource Requested (e.g. NFES 9069, Winnemucca) on the Resource Order Form.
 - 1. Receipt of the resource order for the cache van from the coordination center, with the location the van was mobilized from and/or cache van number (pre-positioned vans only), enables GBK to commit the van and issue the contents and their value to the appropriate incident, and begin the back-fill process of another pre-positioned van to the correct location.
 - 2. **When determining date and time needed, ensure that appropriate lead time is allowed to have team personnel or and agency representative in place at the delivery point to unload the contents.**
- D. If GBK is unable to fill an order for a cache van, GBK will forward the order to the nearest national cache that is able to fill the request.
- E. **When the cache van arrives at the incident**, it should be unloaded in the anticipation of retrieval by GBK. For planning purposes, teams can anticipate that GBK will retrieve a committed GBK cache van within 24-36 hours of commitment. Any deviation from this procedure must be negotiated in advance with GBK.
- F. **Replacement of committed GBK cache vans will be automatically performed by GBK.** A resource order is NOT required for replacement vans. Vans will be pre-positioned at the same location from which the dispatch was made, unless coordination centers request a different location.
- G. Costs for the movement of the cache van from its assigned location to the incident, to GBK for rebuild and back to its assigned location will be charged to the incident that originally ordered the movement of the van.

23.3.8 - GREAT BASIN MOBILIZATION CENTERS ACTIVATION PROCESS.

NICC may request the activation of the Boise Mobilization Center (BMC) for the moving of crews outside the Great Basin area through the standard ordering process. NICC will generate an incident order called "Boise Mobilization Center" utilizing an Equipment Order and will include the appropriate incident management codes (FS and BLM) to activate the BMC. NICC will provide timely notification of their activation of the BMC.

EGBCC or WGBCC may request activation of the BMC for moving crews and overhead within the Great Basin area by calling BDC direct. All agencies within the Great Basin shall order the BMC activated through normal dispatch procedures. The Coordination Centers will utilize an Equipment Order to generate an incident called "Boise Mobilization Center", including the appropriate management codes (FS and BLM), and pass the request on to BDC. If the BDC is to support several incidents within the Great Basin, EGBCC/WGBCC will utilize a Large Fire Support management code and support will be divided appropriately among the incidents.

BDC may activate the BMC to support crew mobilization/movements of incidents within Boise Dispatch's jurisdiction. In this case, BDC will initiate the appropriate Equipment Order and provide supporting management codes as necessary.

The Mobilization Center manager will coordinate the facilities, supplies, and staffing needs according to the operations plan. The Mobilization Center will not assume the responsibility of the sending unit for screening and outfitting of resources (i.e., boots, gloves, etc.). Units activating and utilizing the Mobilization Center will need to review and comply with the Boise Area Mobilization Operating Plan.

MOBILIZATION

- 1) The BMC will be notified a minimum of 6 hours prior to the arrival of crews including notification of arrival and departure times of crews and aircraft.
- 2) Provide BDC with specific information as to the number and type of personnel in transit, arrival/departure information, and support services requested. (Include requests for ground transportation to the incident, hand tools, PPE, chain saws.) It cannot be ensured that BDC will automatically arrange transportation and tooling to or from an incident without a resource order.
- 3) Crews in transit are requested to arrive at the BMC fully equipped with personal gear, PPE and double lunched by the home unit at a specific time no more than six (6) hours prior to, and not less than three (3) hours prior to scheduled departure when traveling by air. If crews require lunches or meals prior to departure, the BMC requires six (6) hours notification.
- 4) Close out order.

DEMOBILIZATION

Orderly flow of personnel and resources from the incident to the place of origin must follow the reverse order of mobilization and remain within established communication channels. Emphasis will be placed on having personnel home no later than 2200 local time during all demobilization. It must be recognized that occasionally the availability of large transport aircraft will dictate the time frames of the demobilization of resources.

Great Basin Coordination Centers shall establish priorities for releases and inform other centers of resources becoming available. Demobilization information shall specify the last days off and how many days left before end of commitment and final demobilization.

If a resource is released for disciplinary reasons, no reassignment will be considered. The home unit and appropriate GBCC will be informed of disciplinary action. The home unit will be responsible for reassignment action.

Units/Incident Commanders will complete performance evaluations for all sub-standard performances (based on qualification levels or the ability to do the job) for suppression/support resources. These evaluations shall be immediately filled out and sent to the local line officer and forwarded to the appropriate Great Basin Coordination Center. The GBCC shall forward the evaluation to the responsible agency representative.

See the Interagency Incident Business Handbook, Subsection 12.7-1 for Rest and Recuperation (R&R) guidelines.

23.4 - NATIONAL INCIDENT RADIO SUPPORT CACHE.

See National Interagency Mobilization Guide.

23.4.1 - RADIO MOBILIZATION. See National Interagency Mobilization Guide.

23.4.2 - RADIO DEMOBILIZATION. See National Interagency Mobilization Guide.

23.5 - ATMOSPHERIC THEODOLITE METEOROLOGICAL UNIT (ATMU) NFES #1836.

See [National Interagency Mobilization Guide](#).

23.6 – FIRE REMOTE AUTOMATIC WEATHER STATIONS (FRAWS) NFES #5869.

See [National Interagency Mobilization Guide](#).

23.7 – PROJECT REMOTE AUTOMATIC WEATHER STATIONS (PRAWS) NFES #5870.

See [National Interagency Mobilization Guide](#).

23.8 - NATIONAL CONTRACT MOBILE FOOD SERVICES AND NATIONAL CONTRACT MOBILE SHOWER FACILITIES. See [National Interagency Mobilization Guide](#).

23.8.1 - MOBILIZATION. See [National Interagency Mobilization Guide](#).

23.8.2 - REASSIGNMENTS. See [National Interagency Mobilization Guide](#). Requests to reassign contractors will be placed by the local unit to the GACC.

23.8.3 - DEMOBILIZATION. See [National Interagency Mobilization Guide](#).

23.9 - NATIONAL CONTRACT MOBILE COMMISSARY SERVICES.

See [National Interagency Mobilization Guide](#).

23.10 - CONTRACT ENGINES. See the [Great Basin Mobilization Guide](#), Chapter 70.

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24 - AIRCRAFT.

****Safety is the paramount consideration for aircraft use****

Aircraft may be used for a wide range of activities, including point-to-point transport of personnel, equipment and supplies. Tactical use may include applications such as retardant delivery, helicopter logistical and tactical support, air tactical and lead plane operations, suppression or preparedness reconnaissance, helitorch operations, etc.

24.1 - AIRCRAFT MOBILIZATION. See National Interagency Mobilization Guide.

Units requiring aviation services other than those assigned to them, through pre-approved agreement, or within their dispatch boundaries, must order additional services through the appropriate Geographical Area Coordination Center (GACC). The Center will coordinate aircraft assignment and utilization within the Great Basin. The control of aircraft assigned to a unit will remain with the local unit. In situations where a Great Basin Multi-Agency Command (MAC) group has been formed, the MAC will coordinate with Great Basin Coordination Centers and local units on allocation and prioritization of resources.

24.1.1 - AIRCRAFT SOURCES. Sources for aircraft include agency-owned aircraft; exclusive-use or call-when-needed (CWN) contract aircraft. Rental aircraft are signed up by the Aviation Management Directorate (AMD) under Aircraft Rental Agreement (ARA), or by state agencies through letters of authorization. Cooperator and military aircraft may be utilized provided an agreement and approval are in place. Use of active military aircraft by federal agencies is coordinated by NICC.

A. Carding/Approval. All aircraft and pilots must be approved and carded by either AMD or USFS. Aircraft and pilots requiring “special use” endorsement require inspection by a USFS or AMD authorized inspector. Typically special use is defined as anything other than point to point transport.

B. Flight Crew/Aircrew Orientation. The local unit is responsible for providing an aviation briefing to:

- Incoming aviation resources
- Aviation Safety Assistance Teams (ASAT)
- Fire and Aviation Safety Team (FAST)

The briefing of non-local aviation resources, assigned to Type 1 and 2 IMTs, should include, but is not limited to the following:

- Local Administrative Procedures; meals, lodging, timekeeping, flight payment document procedures, etc.



- Airport Procedures, base security policy, and plan
- Specific Fire, Fuel, and Fire Behavior Conditions and Information



- Aerial hazards: Provide maps of Military Training Routes (MTR's); Special Use Airspace (SUA's); Temporary Flight Restrictions (TFR's); Aerial obstacles in fire area; Contact procedures prior to entering a SUA; TFR's, Letters of Agreement (LOA).
- Weather (Current and Forecast)
- Crew/Aircraft information sheets (See agency specific guide)
- Aircraft Status Summary

- Flight Following Procedures
- Local Information (Fueling, Water Sources, Sunrise/Sunset Times, etc)
- Radio Frequencies, Map Sets, and Warehouse Supplies

24.2 - DEMOBILIZATION. See National Interagency Mobilization Guide.

24.3 - FLIGHT MANAGEMENT PROCEDURES. See National Interagency Mobilization Guide.

AIRCRAFT OPERATIONS NEAR AIRPORTS

Sterile Cockpit: Procedures by which the crew of an aircraft do not perform any conversations between each other, with other aircraft or with any ground facility that are not directly related flying the aircraft in a safe manner. Normally this would consist of reading checklists, communication with Air Traffic Control (ATC), Flight Service Station (FSS), Unicom, or other aircraft with the intent of ensuring separation from other aircraft or complying with ATC requirements. Ordering fuel, ground services, or checking in with dispatch facility should not be accomplished during this time. Sterile cockpit procedures will be maintained, whenever feasible, within 5 miles of all airports whether controlled or uncontrolled.

Exception to Sterile Cockpit Requirement: There may be occasions when there is a fire within 5 miles of an airport making it impossible to maintain the sterile cockpit. Under these circumstances, the departing aircraft shall maintain a sterile cockpit until departing the traffic pattern and reaching final altitude, at that time performing any mission-required communications. The pilot will continue to monitor the CTAF if feasible.

24.3.1 - AUTOMATED FLIGHT FOLLOWING (AFF) PROCEDURES.

See National Interagency Mobilization Guide.

24.3.2 - DEFINITIONS AND GENERAL PROCEDURES. Informational needs, flight following and resource tracking methods, aircraft and/or pilot carding, and required management approvals differ between point-to-point flights and special use type mission flights. In order to identify the type of flight, as well as the difference between flight following and resource tracking requirements, the following definitions and general procedures have been established.

A. Point-to-Point Flight. Typically, flights originate at one developed airport/heliport, with the flight route being direct to another developed airport/heliport. Leaving one airport/heliport, doing reconnaissance, and landing at another airport/heliport is not considered point-to-point. Point-to-point flights include logistical flights to move aircraft, crews, overhead, equipment, or supplies.

When deviating from a planned route for aerial surveillance or other reasons, the deviation must be specified, documented and relayed to the scheduling dispatch office in advance.

Except in an emergency or at the direction of an air traffic control facility, there shall be no deviation from the submitted flight plan while enroute unless the agency representative aboard the aircraft reports the amended flight plan to a designated point-of-contact.

Within the definition of point-to-point flights, there is an important distinction that must be made:

1. Non-Administrative Flights. These are flights conducted solely to transport persons and/or cargo as a result of a resource order. These include logistical flights to move aircraft, crews, overhead, equipment, or supplies.

2. Administrative Flights. These include point-to-point flights which are not mission-oriented or tactical in nature. They do not require the use of a resource order, however, flight request form 9400-1a is required. Utilization of a cost comparison form may be necessary. Scheduling, flight information dissemination, flight following, and post-flight disposition of aircraft will remain the responsibility of the scheduling unit and will remain so until transferred through a confirmed hand-off of responsibility to another office or facility. This hand-off shall be documented.

B. Special Use Mission Flights. These flights are defined as all flights other than "Point-to Point" flights. As such, special use flight requires work to be performed in the air (for example, aerial retardant/water delivery, reconnaissance, etc.) or through a combination of ground and aerial work (for example, delivery of personnel and/or cargo from helibases to undeveloped landing areas). Certain special use flights may require a project safety plan (Refer to appropriate agency guide, handbook or approved Unit Aviation Plan).



C. Flight Following. Flight following is the knowledge of an aircraft's location and condition with a reasonable degree of certainty that, in the event of a mishap, the survivors may be rescued. A Flight Request/Schedule (See National Interagency Mobilization Guide, 28.4) and flight following are required for all non-local flights. A written flight schedule using the standard Flight Request/Schedule form is required for all flights, **except for aircraft on special mission support flights, such as airtankers, leadplanes, jumpships, helicopters, air tactical and single engine air tankers.** Except for administrative flights, the flight schedule will be passed electronically from the sending to the receiving unit. Confirmation that the flight plan was received will be done via telephone to ensure positive hand-off.

Ensuring flight following procedures are implemented is the responsibility of the pilot/flight manager/chief of party. The methods of flight following are:

1. Active FAA IFR flight plan
2. Active FAA VFR flight plan
3. Radio check-in with the agency at pre-established intervals, generally not to exceed 15 minutes, **for all mission flights.**
4. Automated Flight Following (AFF)



In addition, pilots that choose to flight follow with the FAA, either IFR or VFR, **must confirm their arrival by telephone or radio with the receiving unit.**

Flight following methods must be documented for all flights. The pilot and scheduling dispatch will concur on the appropriate flight following method. Flight following through the FAA (either IFR or VFR) shall be required unless otherwise approved by the Scheduling Office. (Mission-tactical aircraft ordered as an "A" request on a resource order will be flight followed via radio check-in, when working within the unit's area, or telephone/radio arrival confirmation.) Flight following options are depicted in Table 24-1.

1. FAA IFR. IFR flight plans shall be filed, activated upon departure, and closed upon arrival. An FAA Instrument Flight Rules (IFR) flight plan is required when flying into known or forecasted Instrument Meteorological Conditions (IMC). An IFR flight plan may be filed at pilot discretion in other cases.

2. FAA VFR with Check-In. VFR flight plans shall be filed, activated upon departure, and closed upon arrival at destination. If an FAA Visual Flight Rules (VFR) flight plan is used, then a radio check-in every 60 minutes or less to an FAA facility is required.

3. Agency Radio Check-in with pre-established check in times (every 15 minutes for mission flights). The pilot/flight manager/chief of party must be capable of maintaining radio contact with an agency dispatch center at intervals specified in the flight plan, but not to exceed the 15 minute maximum identified in Subsection 24.1, Point 2.D.

4. Automated Flight Following (AFF) Procedures. AFF is an approved interagency method of flight following. Reference agency policy or see National Mob Guide.

5. Telephone/Radio Arrival Confirmation. Confirmation is completed when an aircraft is contacted via radio or the receiving dispatch center is called via telephone upon arrival at the airport. Aircraft ordered as an "A" (aircraft) request on a resource order and which are not located on the local unit will be tracked by telephone/radio arrival confirmation. The receiving unit will notify the sending unit (via established channels) immediately when they have established radio contact with the incoming aircraft or otherwise obtained operational control of the aircraft. Aircraft will be considered overdue when 30 minutes have elapsed from the ETA provided on the resource order and contact has not been established.



6. National Flight Following Frequency. National flight following frequency is **limited to flight following information only**. Relay of tactical information or fire reports must be performed on local unit frequencies. Standard information on initial contact is: Aircraft identification, fuel on board (time remaining), souls on board, current location, magnetic heading, destination and ETA.

D. Resource Tracking. In order to achieve cost-effective movement of resources, utilization of aircraft, and to maintain positive control of resources, scheduling and/or ordering offices may request the government representative on board an aircraft (i.e., Flight Manager, or if no passengers, the Pilot) to relay flight status information at designated intervals or points along the route.

These notifications are performed not for flight following purposes, though they may in fact accomplish such. They are performed to coordinate changes in assignments, flight plan, or update time frames for mission completion. They may be performed via radio or phone calls to dispatch offices identified on the Flight Request/Schedule.

The method of resource tracking will be planned and documented on the Flight Request/Schedule. The decision to implement resource tracking is optional, and is at the discretion of the Scheduling Dispatcher and/or Coordination Center.



E. Overdue Aircraft. An aircraft is considered overdue when 30 minutes have elapsed since the last flight following check-in or ETA on the flight plan.

F. Missing Aircraft. An aircraft is considered "missing" when it has been reported to the FAA as being "overdue" and the FAA has completed an administrative search for the aircraft without success.

G. Single Engine Aircraft IFR & VFR Restrictions. IFR limitations are generally associated with weather and night flight. Night flight restrictions limit single engine aircraft from taking off prior to 30 minutes before sunrise and later than 30 minutes after sunset. These regulations apply to all single engine aircraft unless specific Agency policy allows them to operate or Agency approval is procured. Alaska single engine PC7 aircraft are authorized to fly after official sunset directly from the fire to the closest approved base.

24.3.3 - AIRCRAFT SELECTION FACTORS When selecting aircraft, several factors will be taken into consideration to determine the best aircraft for the mission. They may include but are not limited to:

Day/Night: A multi-engine IFR approved aircraft and pilot are required whenever a flight will be conducted within the period commencing 30 minutes after official sunset to 30 minutes before official sunrise.

IFR/VFR: Use an approved multi-engine, IFR rated aircraft and pilot whenever the flight will be or is expected to be in Instrument Meteorological Conditions (IMC).

Passengers: Ensure the aircraft can haul the weight of the passengers and baggage. Remember that weight and in some cases bulk, are usually the limiting factors, not necessarily the number of seats.

Cargo/Cubes: Is the aircraft large enough to accommodate both the weight and cubes of the cargo? Will the cargo fit through the aircraft door?

Distance/Speed: If the trip is short, aircraft speed is less significant. As distance increases speed becomes more important (i.e. a faster, more expensive aircraft may accomplish a mission at a lesser cost).

Runway Length: Is the runway length, surface and condition adequate for operations?

Elev./Temp.: Density altitude must be taken into account. Airport elevation and temperature affect takeoff/landing distances and degrade aircraft performance.

Airport Information: Great Basin Area: See Chapter 80 of the Great Basin Mobilization Guide.

24.3.4 - FLIGHT ORDERING, SCHEDULING, RESOURCE TRACKING, AND FLIGHT FOLLOWING PROCEDURES FOR POINT-TO-POINT FLIGHTS.

A. Applicability. These are flights which meet the definition of point-to-point flight **and** which are ordered through a coordination center, **or** flights that result from an order placed by a coordination center and which move across geographical area or unit boundaries.

1. **Resource Order Form:** Use a Resource Order Form to order an aircraft when the control of the aircraft is being relinquished to the ordering unit.

2. **Flight Request:** Use a Flight Request/Schedule form when the aircraft is remaining in the control of the sending unit, e.g. transport of personnel/ supplies/ equipment to an incident and returning. Travel information shall be sent via a Flight Schedule to the appropriate coordination center.

B. Purposes. The overall purpose is to clarify and standardize procedures for users of the Great Basin Mobilization Guide.

1. **Safety and Welfare of the Flight Crew and Passengers.** To provide for a timely rescue of the survivors in the event of a mishap.

2. **Resource Tracking/Utilization.** To facilitate cost-effective transportation of resources, and maintain positive control of those resources.

3. **Administrative Processing.** To ensure proper documentation of flights for financial payment and statistical purposes.

C. Roles and Responsibilities. The roles and responsibilities of various levels of the dispatch organization (local, Coordination Center, NICC) relative to flight scheduling, flight following, and resource tracking may vary with each situation. However, there are basic responsibilities which are standard for the Geographic Area Coordination

Center, the Local Unit Dispatch Office, the Scheduling Dispatch Office, the Pilot, and the Destination Dispatcher. These are detailed below.

The decision as to which unit (local or Coordination Center) is the Scheduling Dispatch Office should be based on common sense that allows for the **most effective** coordination possible. This decision is negotiable between the Coordination Center and/or the local unit(s) involved.

When USFS rental agreement aircraft are anticipated to be utilized by a Coordination Center, the following actions will be taken:

1. Contact will be made between the Coordination Center and the local dispatcher to determine:
 - a. Approval of contracting FS unit for Center to use a particular agreement.
 - b. If use will conflict with local needs, and,
 - c. Who will be the Scheduling Dispatcher.
2. Centers, if unable to contact the local dispatcher through normal methods and within a reasonable time frame, must pass the vendor by and go to the next logical area to hire an aircraft with notification/approval of the FS Dispatch.

To facilitate the above, the following applies:

1. Coordination Center personnel are to be authorized for each use of USFS rental aircraft agreements. A list of all aircraft on these rental agreements will be supplied to Centers for their information;
2. The Contracting Officer's Representative (COR) remains at the local level;
3. Billing and cost reconciliation will be performed at the local level.

The above does not apply to aircraft ordered off of the Aviation Management Source list.

1. Great Basin Coordination Centers.

- a. Evaluate most effective means of transportation in response to orders received and filled; attempt to meet ordered time frames except when excessive costs would be incurred or safety compromised.
- b. When role of Scheduling Dispatch is being performed by a local unit, the Center receives Flight Request/Schedule from that unit and relays the schedule to all involved offices (enroute Dispatch units, NICC, receiving unit Dispatch) as appropriate. When appropriate, relays flight information (check-ins, updates) to units outside the Great Basin through normal dispatch channels (for example, GBCC to NICC).
- c. When assuming the role of Scheduling Dispatch, the Center shall fulfill all responsibilities of the Scheduler as outlined in Subsection 24.3.1.C.3 (below). The Coordination Center shall also notify the local unit of the Center's intent to utilize the aircraft within the local unit's jurisdiction.

2. Local Unit. When the local unit dispatch office assumes the role of the Scheduling Dispatch Office, they shall fulfill the role and responsibilities outlined in Subsection 24.3.4.C.3 (below).

3. **Scheduling Dispatch Office.** This unit is responsible for the entire mission, to include scheduling, dissemination of flight information bulletins, documentation of flight following method, resource tracking, negotiation of post-flight disposition of aircraft, and processing of payment documents. Specific duties and responsibilities are:
- a. Schedules the proper aircraft to perform the assigned mission safely and cost-effectively.
 - b. Maintains responsibility for all aspects of the flight unless confirmed hand-off to another dispatch office occurs. Documents this hand-off in writing. Flights to locations outside the geographic boundaries of the Great Basin shall in all cases be handed off to the Coordination Center.
 - c. Completes preliminary Flight Request/Schedule (See 24.3.4.D).
 - (1) Discusses preliminary Flight Request/Schedule and manifest with vendor and/or Pilot to make any necessary adjustment and ensure the flight will be accomplished as planned.
 - (2) For all flights, transmits Flight Request/Schedule to the appropriate Great Basin Coordination Center. There may be exceptions to this requirement wherein the schedule is transmitted direct to the Destination Dispatcher, but these must be pre-negotiated with the GBCC.
 - (3) Adjusts the schedule as necessary over the course of the flight.
 - d. Determines flight following method with the Pilot, with options stated in 24.1.2.C.
 - e. If Performing Resource Tracking:
 - (1) Determining resource tracking method with the Aircraft Flight Manager, the Coordination Center, and, if appropriate, the Pilot (i.e., no passengers on board to serve as Aircraft Flight Manager).
 - (2) As identified on the Flight Request/Schedule, receiving resource status information from the Aircraft Flight Manager prior to initial departure, at enroute stops, and at final drop-off point or Remain Over Night (RON).
 - (3) Relaying significant (greater than 30 minutes) delays or advancements in the flight schedule to the appropriate center. Center will in turn relay information to units outside the Great Basin (for example, NICC, destination dispatch office).
 - (4) Receives notification of arrival at final drop-off point or remain over night (RON) from the Aircraft Flight Manager and negotiates future disposition of the aircraft with Pilot and the GBCC.

IMPORTANT NOTE: Dispatchers and Aircraft Chiefs-of-Party should note that check-ins at enroute stops are no longer required, unless significant delays or advancements (30 minutes or more) in the schedule are encountered, or as identified on the Flight Request/Schedule.

4. **Pilot.** It is important to remember that the Pilot-in-Command has the final say concerning the safety of the aircraft and its passengers. In addition, the Pilot performs the following:

- a. Reviews the agency preliminary Flight Request/Schedule, or provides information to the Scheduling Dispatcher so an agency Flight Plan can be generated.
- b. Initiates an FAA Flight Plan. (See Subsection 24.1.2.C). Identifies the Scheduling Dispatch Office name and phone number as the point-of-contact in Block 4 of the Aircraft Flight Request/Schedule (See National Interagency Mobilization Guide, 28.4, Dispatch Form 4). Closes flight plan through FAA.
- c. Makes enroute check-ins with FAA or agency facilities as required in Subsection 24.3.2.C and within the time frames described in Subsection 24.3.2.E.
- d. If no passengers are on board, the pilot shall perform resource tracking check-in tasks as identified on the Flight Request/Schedule.
- e. Completes contractor portion of agency payment or flight record forms per agency requirements.
- f. Pilots flying aircraft equipped with two VHF-FM radios are required to monitor Guard and National Flight Following frequencies while enroute.



- 5. Destination Dispatcher.** The Destination Dispatcher is the individual who has been assigned resource tracking responsibilities at the receiving end of a flight (final drop-off point). Dispatcher confirms flight arrival.

The Destination Dispatcher is responsible for:

- a. Receiving the flight plan from the Scheduling Dispatcher via established dispatch channels.
- b. Receiving known delays/advances of a flight plan exceeding 30 minutes.
- c. Monitoring flight itinerary (ATD, ETE, and ETA) and notifying scheduling and receiving unit via established channels of an aircraft that is overdue more than 30 minutes.
- d. Making notification of arrival to the Scheduling Dispatcher via established channels, if requested.
- e. Performing flight following responsibilities, if requested by scheduling unit or GBCC.
- f. Coordinating with the appropriate Great Basin Coordination Center and/or the Scheduling Dispatcher on the disposition of aircraft after arrival.
- g. Assisting in search procedures for overdue aircraft, if requested, utilizing unit's Aircraft Search/Rescue Guide as appropriate.



- 6. Aircraft Flight Manager.** Refer to agency policy.

The duties and responsibilities of the Flight Manager are to:

- a. Thoroughly brief on all components of the Flight Request/Schedule.
- b. Check aircraft and pilot carding to ensure necessary qualifications are met and aircraft/pilot are approved to perform the mission.
- c. Confirm Flight Schedule with the Pilot and Scheduling Dispatcher.

d. Confirm with the Pilot that he/she has filed an FAA Flight Plan per requirements in Subsection 24.1.2.C, or that agency flight following via radio or AFF will be performed.

e. Perform Resource Tracking check-ins with the Scheduling Dispatcher identified on the Flight Request/Schedule, consisting of:

- (1) Phone or radio call prior to initial departure;
- (2) Phone or radio call at final destination (passenger/cargo drop-off point);
- (3) Phone or radio call if significant (greater than 30 minutes) delays or advancements in the flight schedule are encountered.

f. For flights that go outside the Great Basin, notify the Dispatcher identified on the Flight Request/Schedule of arrival time.

g. Flights under DOI (AMD) agreement or contract only: Initial at right of each line of the OAS-23 payment document as each flight leg and/or pay item is completed.

h. If a situation is encountered which deviates from standard operating procedure, or has potential safety implications (See Great Basin Mobilization Guide, 28.14, Dispatch Form 12) completes and submits an Aviation Safety Communiqué (SAFECOM).

D. Procedures For Flight Plan Preparation And Transmission.

1. The Scheduling Dispatcher is responsible for completing, in total, the Flight Request/Schedule (See National Interagency Mobilization Guide, 28.4, Dispatch Form 4).
2. Prior to departure, the Pilot, Flight Manager and Scheduling Dispatcher will mutually agree on a flight schedule and manifest. The Flight Request/Schedule will be utilized. The agency will also specify the type of flight following being used; this will be documented on the Flight Request.
3. When deviating from a planned route for aerial surveillance or other reasons, the deviation must be relayed to scheduling dispatcher. Except in an emergency or at the direction of an air traffic control facility, there shall be no deviation from the submitted flight plan while enroute unless the agency representative aboard the aircraft reports the amended flight plan to a designated point-of-contact.
4. The Scheduling Dispatcher will relay the flight plan to the appropriate Coordination Center, or directly to the Destination Dispatcher if pre-negotiated with the GBCC.
5. For flights coming into the Great Basin from another Geographic Area, the Coordination Center will relay the flight schedule to the appropriate offices. For flights leaving the Great Basin enroute to another Geographic Area, the Coordination Center will relay the flight schedule to the appropriate offices (for example, NICC). For flights between EGBCC/WGBCC areas, the Centers will pass schedule information to each other.
6. Check-ins at enroute stops are no longer required except as noted in #7 below.
7. If significant (30 minutes or more) delays or advancements in the schedule are encountered, the Pilot must relay the information through an FAA facility to the Scheduling Dispatcher, or, if equipped with a VHF-FM radio, to a dispatch office who will notify the Scheduling Dispatcher. Notification may also be made by the Aircraft Flight Manager at an enroute stop.

8. If an aircraft meets overdue, missing, or crashed criteria, the "Aircraft Emergency Response Action Plan" will be implemented by the Dispatcher with resource tracking responsibility, or by the Dispatcher who receives notification from the FAA of such an aircraft.

24.3.5 - FLIGHT ORDERING, SCHEDULING, RESOURCE TRACKING, AND FLIGHT FOLLOWING PROCEDURES FOR MISSION (TACTICAL).

A. Applicability. See Subsection 24.3.4.B. These are flights which meet the definition of mission (tactical) flight. Tactical aircraft are defined as helicopters, airtankers, SEATs reconnaissance, aerial observer, air attack, leadplanes, Aerial Services Modules (ASMs), smokejumper, infrared, etc.

B. Purposes. See Subsection 24.3.4.B.

C. Roles and Responsibilities.

1. Dispatchers. Dispatchers who have flight-following responsibilities in support of missions will remain on duty and at their radio station until their involvement and responsibility has ended, or the flight plan has been closed.

2. Pilot.

a. The Pilot-in-Command has the final say concerning the safety of the aircraft and its aircrew.

b. Air crewmembers will check-in with the ordering dispatch office on the radio frequency specified on the resource order prior to arrival at the area of operation/ordered airport.

D. Procedures.

1. Ordering/Dispatching. The Sending Dispatcher is responsible for ensuring that tactical aircraft pilots are furnished with the mission information identified on the resource order (latitude, longitude, bearing, air contact and frequency, ground contact and frequency, reload base, and other aircraft/hazards, including TFRs, MTRs and SUAs).

2. Airspace Boundary Dispatching. See Dispatch Form 28.17 for details and the Great Basin Interagency Aviation Boundary Operations Checklist.

3. Enroute Flight Following.

a. Initial Attack or Incident Support Within a Unit's Jurisdiction.

1) While enroute on an Initial Attack or incident support mission within a unit's jurisdictional boundaries, tactical aircraft will check in with the unit Dispatch Office via radio, unless positive communications have been established with supervisory incident aircraft. Alternative check-in schedules necessitated by terrain or other factors may be utilized.

2) When over the incident, tactical aircraft will flight follow through the appropriate party (Air Tactical Group Supervisor, Incident Commander, Leadplane, or, if the tactical aircraft is the only resource on-scene, with Dispatch).

b. Initial Attack or Incident Support Cross-Jurisdictional.



1. While enroute to an Initial Attack or incident support mission across jurisdictional boundaries, tactical aircraft pilot or aircraft manager will relay ATD/ETE information to the Sending Unit Dispatcher, who will relay via established channels to the Receiving Dispatch Office.

2. Pilots will check-in with the ordering dispatch office on the radio frequency specified on the resource order prior to arrival at the area of operation/ordered airport. The ordering dispatch office's frequency must be identified on the resource order.

3. Confirmation of arrival of tactical aircraft ordered via an "A" request on a resource order will be transmitted back to the Coordination Center.

4. Flight Following Responsibilities (Tactical Aircraft). The following procedures apply to all tactical aircraft moving across unit boundaries. For purposes of flight following, these aircraft are defined as aircraft which are mobilized on an "A" aircraft resource order request.

a. Responsibilities of the Sending Unit:

1. Responsible for ensuring that the aircraft pilots are furnished with the mission information identified on the resource order (latitude, longitude, bearing, air contact and frequency, ground contact and frequency, and other aircraft/hazards, including MTRs and SUA). The ordering dispatch office's frequency must be identified on the resource order.

Minimum information required for ordering aircraft through the GACC's are blocks #: 3,5,11, 12 of the Resource Order Form (NFES 2200, ICS 259-1).



2. Obtain ATD (actual time of departure) and ETE (estimated time enroute) from the pilot or the flight manager and relay the ATD/ETA to the receiving units via established ordering channels.

3. Notify the appropriate Coordination Center of any delays/advances of a flight plan exceeding 30 minutes.

4. Coordinate/initiate/document search procedures for overdue aircraft. Utilize agency Search/Rescue Guide as appropriate.

5. On any flight requiring stops enroute to destination, instruct Pilot in Command (PIC) or aircraft manager to contact the appropriate number identified for enroute tracking. In order to assist further with enroute tracking, fuel truck and support truck drivers should also be asked to contact the number identified every 2 to 3 hours or at each fuel stop.

b. Responsibilities of the Receiving Unit:

1. Confirm by telephone, arrival of all tactical aircraft ordered via a resource order to the appropriate Coordination Center.

2. Notify Coordination Center of any delays of a flight plan exceeding 30 minutes and any aircraft overdue by more than 30 minutes.

3. Advise Pilot of any changes/modification to original order related to the following:

- Information regarding hazards (within 10 miles of the Incident airspace) that were not identified on the resource order.

- Information regarding aircraft assigned and or operating within the incident airspace.
 - Information on Temporary Flight Restrictions requested or in effect.
 - Information regarding any change in ground/air contact.
4. Specify flight following methods while enroute to and from an incident or airport.
 5. Coordinate/initiate/document search procedures for overdue aircraft with sending unit. Utilize agency/center Aircraft Search/Rescue Guides as appropriate.
 6. Prior to the first operational period, provide a copy of area hazard maps and IAP to each pilot in operation.

c. Responsibilities of the Great Basin Coordination Centers:

1. Relay flight itinerary to the receiving/ordering unit (via established channels) by telephone.
2. Notify receiving/ordering unit of known delays/advances of a flight plan exceeding 30 minutes.
3. Confirm arrival of all tactical aircraft ordered through NICC with NICC.
4. Notify sending unit (Great Basin unit/NICC) of any aircraft overdue by more than 30 minutes.
5. Track all tactical aircraft to their final destination within the area.
6. Assist in search procedures for overdue aircraft when requested by the sending/receiving unit.

24.4 - AIRBORNE THERMAL INFRARED (IR) FIRE MAPPING. See National Interagency Mobilization Guide. All requests for infrared fire mapping will be made utilizing the Infrared Aircraft Scanner Request (See National Interagency Mobilization Guide, Subsection 28.5, Dispatch Form 5). When competition exists for resources within their area, the Coordination Center shall maintain flight scheduling and priority setting for Airborne Thermal Infrared Fire Mapping aircraft. The Centers will coordinate with each other for Great Basin needs. Great Basin Coordination Centers will be responsible for submitting the Infrared Aircraft Status Report to NICC.

24.5 – LEAD PLANES. The use of lead planes is essential to the safe and cost-effective operation of airtankers. If available, they will be dispatched to all airtanker assignments according to agency policy. Additionally, the Start-up/Cutoff Times policy outlined in 24.8.4 shall be followed.

- A.** Lead planes assigned to units on details or resource orders will be dispatched by the respective unit for lead plane duty only. All other types of flying shall be ordered through the appropriate Great Basin Coordination Center.
- B.** Lead planes assigned to a unit may be dispatched direct to meet the unit's mutual assistance areas of influence with notification to the appropriate Coordination Center within **15** minutes. A resource order shall be submitted through the Coordination Center when committed on extended attack, or when the aircraft RONS at a location other than it's original base.

AIR TACTICAL FIXED WING AIRCRAFT:

Units shall facilitate these requirements by assigning separate "A" request number(s) for lead plane, ASM, and/or air attack following the request for the airtanker(s) or other tactical air resources. The Coordination Centers will advise the ordering unit if a lead plane, ASM, and/or air attack is not readily available. The Unit shall then advise the Center on whether or not to keep the order for a lead plane, ASM, and/or air attack active.

When competition for lead planes, ASM and/or air attack aircraft exists within the Great Basin Coordination area, the Center shall coordinate priority reassignments of these resources. Replacement of an incident's lead plane or air attack aircraft reassigned to another incident will be negotiated between the Center and the requesting unit.

For incidents on which significant flight time may accrue, units and Coordination Centers should mutually anticipate the need for relief air attack or lead plane resources.

To ensure effective supervision and timely mission accomplishment of all aircraft over an incident, units shall adhere to the following guidelines and requirements for ordering and utilization of lead planes and air attack aircraft:

C. The Great Basin Coordination Centers will coordinate with the appropriate dispatch unit concerning lead plane availability and crew assignment.

D. During periods of low fire probability, it is permissible for lead planes to be used for other missions. Release of lead plane for non-suppression assignments is contingent upon the following conditions:

1. Airtanker pilots at the base to which the lead plane is assigned are Initial Attack qualified.

2. A backup lead plane is available within 1 hour, or the released lead plane can be back on station within the same time frame.

3. The release is approved by the appropriate Great Basin Coordination Center.

1. Interagency Lead Plane Operations Guide (and Interagency Air Tactical Group Supervisors Guide (NFES 1393).

2. Requires determination by ATGS or Lead that visibility and safety factors are suitable and dispatch has been notified of this determination.

3. USFS FSM 5716.32

4. Both the ILOG and ATGS Guide reference ordering an ATGS only for these missions. FSM 5716.32 classifies these missions as complex. An ATCO and/or HLCO should be ordered as appropriate in addition to the ATGS.

24.6 - AERIAL SUPERVISION MODULES (ASM1). The ASM is a fixed wing platform that utilizes two crewmembers to perform the functions of traditional air attack and when necessary, performs low-level operations and provides aerial supervision and leadership in support of incident objectives utilizing lead profiles. The module consists of an Air Tactical Pilot (ATP) and an Air Tactical Group Supervisor (ATGS). The policies and procedures are found in the ILOG (Interagency Leadplane Operations Guide).

24.7 - AIR TACTICAL AND RECONNAISSANCE AIRCRAFT. The use of air attack aircraft and Air Tactical Group Supervisors are important to the safe and cost-effective supervision of aerial firefighting operations. Coordination, especially in congested airspace or in military training areas, is essential to safe flight. The policies and procedures found in the Interagency Airspace Coordination Guide and the Interagency Air Tactical Operations Guide have been

adopted for all agencies' use and implementation. Tactical air supervision will be dispatched according to Table 24-2 and/or as required by the Start-up/Cutoff Times policy in Subsection 24.8.4. See National Interagency Mobilization Guide.

24.8 - LARGE TRANSPORT AIRCRAFT. See National Interagency Mobilization Guide.

24.8.1- AGENCY-OWNED/CONTRACT AIRPLANES.

See Great Basin Mobilization Guide, Chapter 80.

This table summarizes interagency aviation supervision policy, but individual agency policy must be consulted for currency and consistency.

Table 24-1: GREAT BASIN LEAD PLANE/AIR ATTACK REQUIREMENTS AND GUIDELINES

This chart is in the ATGS Guide and ILOG.

This table summarizes aerial supervision requirements over incident.

References are on the previous page.

| Situation | Lead/ATCO/ASM1 | Ref | ATGS | Ref |
|--|------------------------|------|-------------------------------|------|
| Airtanker not IA rated | Required | 1 | | |
| MAFFS | Required | 1 | | |
| Retardant drops in congested areas | Order | 1 | May use if no Lead/ATCO/ASM1 | |
| Level II rater SEAT operating over an incident with more than one (1) other tactical aircraft on scene | Required If no ATGS | 1 | Required if no Lead/ATCO/ASM1 | 1 |
| Foreign Government airtankers | Required If no ATGS | 1 | Required if no Lead/ATCO/ASM1 | 1 |
| Retardant drops conducted earlier than 30 minutes prior to sunrise, or 30 minutes after sunset | Required If no ATGS | 1, 2 | Required if no Lead/ATCO/ASM1 | 1, 2 |
| 4 or more airtankers assigned | Order | 1 | Order | 1 |
| 2 or more helicopters with 2 or more airtankers over an incident | Order | 1 | Order | 1 |
| Periods of marginal weather, poor visibility or turbulence | Order | 1 | Order | 1 |
| 2 or more airtankers over an incident | Order | 1 | Order if no Lead/ATCO/ASM1 | 3 |
| When requested by airtanker or ATGS | Required | 1 | Required | |
| Smokejumper or paracargo aircraft with 2 or more airtankers over an incident | Order if no ATGS | 1 | Required if no Lead/ATCO/ASM1 | 1, 4 |
| Incident has two or more branches | | | Order | 1, 4 |

Note: Aerial Supervision Modules (ASM1) may act as either a Lead or ATGS depending on incident requirements.

Definitions of Key Words Used in the aerial supervision requirements chart.

Required – Aerial supervisory resource(s) that shall be over the incident when specified air tactical operations are being conducted.

Ordered – Aerial supervisory resources that shall be ordered by the controlling entity (Air tactical operations may be continued while the aerial supervision resource is en route to the incident. Operations can be continued if the resource is not available.)

Over – The air tactical resource is flying above or is in a holding pattern within the FTA (Fire Traffic Area).

Assigned – Tactical resource allocated to an incident. The resource may be flying en route to and from, or on hold at a ground site.

24.9 - HELICOPTERS. See National Interagency Mobilization Guide for policy and procedures concerning Call-When-Needed (CWN) helicopters.

24.9.1 - EXCLUSIVE-USE CONTRACT. See National Interagency Mobilization Guide. Exclusive use and agency owned helicopters must be ordered through normal dispatch channels. See Chapter 80 for a listing of Exclusive-Use and Agency-owned helicopters within the Great Basin.

24.9.2 - CALL-WHEN-NEEDED (CWN) HELICOPTERS

A. General.

1. Per contract language, orders will be filled based on performance and cost. When orders are placed with coordination centers, altitude, temperature, and intended use information for the incident or project should be provided by the ordering unit to ensure the appropriate aircraft is ordered to meet the mission needs. Cost, helicopter performance, configuration, and location shall be considered when filling orders.
2. Prior to being sent to the incident or project, helicopter(s) and module(s) shall be joined at a staging area away from, but convenient to, the incident/project (for example, the nearest airport). At that time, the helicopter manager will conduct a pre-use inspection verifying that all is in order, and brief the pilot on the details of the assignment.
3. All incident assignments require that a qualified Helicopter Manager and module be assigned. See Subsection 22.5.3.
4. During active fire season, local dispatch offices must advise the appropriate coordination center (EGBCC or WGBCC) of all CWN requests/assignments made by their offices.
5. Contract administration shall be accomplished through assignments of the CWN helicopter manager. The Helicopter Manager is responsible for conducting inspections, briefing prior to use, and on-scene contract administration. Helicopter Managers shall verify to the using unit that these inspections and briefings have been accomplished. Specific procedures are contained in the Interagency Helicopter Operations Guide (IHOG).

B. Type 1 and 2 Call-When-Needed (CWN) Helicopters.

1. Type 1 and 2 CWN helicopters are available under National Contract and, with the exception outlined below, shall be ordered through the National Interagency Coordination Center (NICC) via established dispatch channels. Definitions of categories (limited or standard), as well as additional information on CWN helicopters, can be found in the National Interagency Mobilization Guide, and the "Airtanker, Helicopter, and Large Transport Information" book.
2. Exception: Any National Forest with a Type 1 helicopter operating locally on a timber sale contract may use the helicopter for Initial Attack missions per the contract requirement in the timber sale contract. The following must occur:
 - (a) The helicopter can only be used for Initial Attack on incidents within or adjacent to the timber sale that the helicopter is working on.
 - (b) Coordination must occur between the local dispatch office, the timber sale COR, and any other resources assigned to the incident.
 - (c) A resource order shall be submitted for documentation purposes to the coordination center.

- (δ) For any request/assignment other than Initial Attack on or adjacent to the timber sale, procedures in the National Mob Guide must be used.

C. Type 3 CWN Helicopters.

1. **Ordering.** There are two procurement methods normally used for acquiring Type 3 CWN helicopters within the Great Basin. These methods are:

- a) The Forest Service, Region 4 CWN contract. Coordination Centers and local dispatch offices must have a written delegation of authority from the Contracting Officer to order under this contract.
- b) The AMD Aircraft Rental Agreements (ARA), administered by AMD in Boise, Idaho.

For incidents or projects on lands administered by National Forests within the Intermountain Region, CWN helicopters shall be ordered from either the Region 4 Type 3 CWN helicopter contract or the AMD via an ARA. For projects, a cost comparison must be completed by the ordering office when deciding which procurement method to use. Reference Region 4 Type 3 CWN Contract, section C.33 through C.36.

2. **Fire Use.** Local units may order helicopters directly from a vendor, provided the helicopter's designated base (home base) is located within or immediately adjacent to the unit's administered boundary. All requests/assignments must be reported to the Coordination Center, with subsequent notification outlined above to the agency's State, Area or Regional Aviation Manager. All other orders shall be submitted to the Coordination Center.

24.9.3 - CWN HELICOPTER MODULE. See Subsection 22.5.3

24.9.4 - HELICOPTER NUMBERING. The full FAA Registration Number (N#) is required on the resource order and Flight Request/Schedule. The national standard for helicopter numbering, as well as air-to-air and air-to-ground communications, is the use of the FAA registration number ("N" number), abbreviated to the last three digits when possible. Some state agencies and other Geographic Areas may have pre-assigned numbers and should be utilized, provided no conflict exists.

Example: "Helicopter N123HP shortened to "3HP," provided no other aircraft has the same abbreviated call-sign.

24.9.5 - HELICOPTER RAPPELLING. Helicopter rappel operations are approved for use on all Great Basin agencies' lands, provided the rappellers and pilot have been trained, certified, and approved in accordance with the Interagency Helicopter Rappel Guide. Helicopter and pilot must be carded for the operation. Helicopter rappellers shall be ordered through normal dispatch channels.

24.9.6 - HELICOPTER SHORT- HAUL RESCUE/INSERTION

A. Rescue. Short-haul is approved as a rescue method for use on all Great Basin agencies' lands provided that:

- 1. The mission is a life or death emergency, and,
- 2. The rescue is conducted by qualified personnel trained in accordance with agency policy and standards. The individual operation must have been approved by the appropriate line officer.

B. Insertion. Insertion of firefighters via short-haul methods by qualified individuals is approved for Grand Teton National Park only.

24.9.7 - AERIAL IGNITION. There are two aerial ignition devices approved for Forest Service and DOI use; the helitorch and the Plastic Sphere Dispenser (PSD) (See Interagency Aerial Ignition Guide).

There are specific training and certification requirements for aircraft, pilots, helitorch modules and PSD operators. Qualified and current individuals must be assigned when filling aerial ignition orders for helitorch modules or Plastic Sphere Dispenser (PSD) operators.

Orders for these resources, for fire or project use, may involve several different resource orders. Example: Helicopter ordered on an aircraft resource order, Helicopter Manager and helitorch module or PSD operator ordered on an overhead resource order, Helitorch or PSD machine ordered on an equipment resource order, and plastic spheres, glycol, gasoline, etc. ordered on a supply resource order.

When possible, to alleviate workload, resource tracking problems, and confusion, order an exclusive use helicopter and crew who have all the components (aerial ignition equipment, supplies and qualified personnel). This can be accomplished on one aircraft resource order that specifies the aerial ignition capability needed.

| FOREST SERVICE, NPS, AND BLM HELITACK WITH AERIAL EQUIPMENT AND PERSONNEL | |
|--|--|
| Unit - Base | Aerial Ignition Capability |
| Arizona Strip BLM | 2 Simplex Helitorches, 1 Fire Con batch plant, 1 Plastic Sphere Dispenser |
| Ashley NF | 2 Helitorches, 1 batch plant, 1 Plastic Sphere Dispenser |
| Boise NF | 4 Simplex Helitorches, 1 Mix X-fer System, 6 Plastic Sphere Dispensers |
| Boise BLM | 1 Plastic Sphere Dispenser |
| Bridger/Teton NF | 2 Simplex Helitorches, 1 Simplex batch plant, 2 Plastic Sphere Dispensers |
| Caribou/Targhee NF | 1 Spec 2000 Helitorch, 1 Spec 2000 Mix X-fer System, 1 Plastic Sphere Dispenser |
| Dixie NF | 1 Fire Con Batch Plant (Cedar City), 1 Plastic Sphere Dispenser (St. George) |
| Ely BLM | 1 Helitorch |
| Humboldt/Toiyabe NF | 1 Helitorch w/ batch plant, 1 Plastic Sphere Dispenser |
| Moab BLM | 1 Plastic Sphere Dispenser |
| Payette NF | 4 Helitorches, 2 batch plants, 6 Plastic Sphere Dispensers |
| Richfield BLM | 2 Spec 2000 Helitorches, 1 Fire Con batch mixer, 2 Plastic Sphere Dispenser, 1 Spec 2000 mix transfer system |
| Salmon/Challis NF - Challis | 1 Spec 2000 Helitorches, 1 Fire Con batch mixer, 2 Plastic Sphere Dispensers |
| Salmon/Challis NF - Indianola | 1 Plastic Sphere Dispenser |
| Salt Lake BLM | 1 Plastic Sphere Dispenser |
| Sawtooth NF | 1 Plastic Sphere Dispenser |
| Shoshone BLM | 2 Plastic Sphere Dispensers |
| Wasatch-Cache NF | 3 Simplex Helitorches, 1 Batch Plant, 1 Plastic Sphere Dispensers |
| Zion NPS | 1 Plastic Sphere Dispenser |

24.10 - AIRTANKERS. See National Interagency Mobilization Guide.

Airtanker Base Hours of Operation: During the core period, all Great Basin Large Airtanker Bases should operate on a 0900-1800 local schedule.

A. Rotation. The policy found in the Interagency Airtanker Base Operations Guide shall be followed in all cases.

B. Assignment to Incidents. Normally, airtankers are not assigned to a specific incident, even though they may have been ordered on an incident's Incident/Project Order number. To avoid confusion on airtanker status, Coordination Centers are responsible for informing local units of developing fire situations which may preclude the local incident's use of airtankers. The local unit in turn is responsible for informing air operations personnel assigned to incidents of this potential.

C. Dispatching Procedures. See Interagency Airtanker Base Operations Guide.

1. Movement/ordering of the airtankers will be through normal dispatching channels only.

2. During periods of sustained or multiple fire activity, each unit shall take the necessary measures to manage pilot time and remain cognizant of both flight time and duty day limitations. Units will ensure that flight limitations are not exceeded and that adequate time is allowed for airtanker response to new fires and return to base. Unit Dispatch Offices will notify the appropriate Great Basin Coordination Center as airtanker(s) within their control reach a point at which they have 2-hours of flight time remaining.

3. When air tankers are ordered for life and property threats, as much information from the field as possible shall be provided with the initial order. This information should include but not be limited to: public and firefighter safety, types of structures at risk, fire behavior, and other pertinent concerns.

D. Airtanker Diversion. The priorities for airtanker and lead plane use are: (1) Human life and property, and Resource Values, (2) new starts, (3) other priorities established by management. Situations may develop necessitating the prompt and direct reassignment of airtankers and lead planes enroute to an incident or diverting them from a going fire.

Diversions will be coordinated with appropriate Coordination Centers.

24.10.1 - EARLY ACTIVATION. See National Interagency Mobilization Guide.

24.10.2 - MODULAR AIRBORNE FIREFIGHTING SYSTEMS (MAFFS).

See National Interagency Mobilization Guide.

24.10.3 - SINGLE ENGINE AIRTANKERS (SEATS). See National Interagency Mobilization Guide and the Interagency Single Engine Airtanker Operations Guide. Single engine airtankers may be used under the following conditions:

A. USDA-FS. The Forest Service may use SEATs contracted for by cooperators (for example, DOI or State agencies) provided that they meet the requirements in FSM 5713.44.

B. DOI. The pilot shall be carded as either a Level 1 or Level 2 Single Engine Airtanker pilot based on the following criteria:

1. Level 1. Allows pilot to perform Initial Attack in the fire environment airspace without aerial supervision.

- C. Sunrise/Sunset Tables.** Airtanker bases and dispatch centers shall have official sunrise and sunset tables at their locations in order to determine Start-up and Cut-off times. Note: Official sunrise and sunset tables are published with standard times. During Daylight Saving Time, remember to add one hour to all times in the table. The term Civil Twilight refers to a point 30 minutes prior to official sunrise or 30 minutes after official sunset.

Sunrise/Sunset tables can be accessed on the Internet at the following address:

http://aa.usno.navy.mil/data/docs/RS_OneDay.html

- D. Determinations for Airtanker Dispatch:** For airtanker dispatch, use the official sunrise and sunset tables for the airtanker base nearest the fire, and comply with all start-up/cut-off regulations.

24.11 - TEMPORARY FLIGHT RESTRICTIONS (FAR 91.137).

24.11.1 - POLICY. The policies and procedures found in the Interagency Airspace Coordination Guide have been adopted for all agencies' use and implementation.

24.11.2 - PROCEDURES. It is essential that both unit and Coordination Center dispatchers are trained in the policies and procedures found in the Interagency Airspace Coordination Guide.

- A. See Dispatch Form 28.14, of the Great Basin Mob Guide, "Interagency Request For Temporary Flight Restriction" and Dispatch Form 28.13 "Documentation of Contacts Requesting Deconfliction Of Airspace By the Military." Local units are responsible for:
1. Coordinating with military units for deconfliction of Special-Use Airspace (SUA) and Military Training Routes (MTR's).
 2. Submitting requests for Temporary Flight Restrictions to the appropriate FAA Air Route Traffic Control Center. Documenting the request on an Aircraft resource order.
 3. Informing Coordination Centers of Temporary Flight Restrictions granted by FAA.
- B. The Coordination Center, upon request from a local unit, may assume the responsibility for requesting flight restrictions and/or assisting local units in deconflicting airspace with the military.
- C. For non-fire deconfliction of airspace, refer to the Interagency Airspace Coordination Guide.
- D. If a unit is experiencing high workload with airspace coordination, the unit may order a Dispatcher, Aviation Manager, or other individual with airspace coordination knowledge. Additionally, Military Representatives to the FAA and Agency Airspace Program Managers (See Interagency Airspace Coordination Guide) are also available to assist.

24.12 - MILITARY TRAINING ROUTES AND SPECIAL-USE AIRSPACE See the Interagency Airspace Coordination Guide. Also See Chapter 80 - Table 86 of the Great Basin Mob Guide, for telephone and facsimile numbers of Scheduling Agencies of Special-Use Airspace within the Great Basin, and to Dispatch Form 28.15, "Documentation of Contacts Requesting Deconfliction Of Airspace By the Military."

Local units are responsible for coordinating with military units for deconfliction of Special-Use Airspace (SUA) and Military Training Routes (MTR's). The Coordination Center, upon request from a local unit, may assume this responsibility and/or assist local units.

24.13 - AIRSPACE CONFLICTS. Notification Procedures. All airspace conflicts, including accidents (mid-air collision), incidents (near mid-air collision), hazards (intrusions into airspace restricted under Part 91.137 Temporary Flight Restrictions), and other occurrences involving airspace shall be reported immediately by the individual involved with or observing the conflict to the local unit dispatch office or aviation manager.

Upon notification of a conflict, the local dispatch office shall immediately notify the local aviation manager.

The local aviation manager/dispatch center shall immediately attempt to gather all pertained details and report the occurrence to:

- the appropriate Regional, State, or Area Aviation Manager
- the appropriate Coordination Center

These individuals shall take all necessary action to further report the occurrence according to agency requirements (for example, in the case of an accident or incident with potential), and shall coordinate on the immediate follow up and investigation of the conflict.

If the conflict involves a serious aviation accident involving injury or loss of life or property, the Coordination Center shall immediately notify the National Interagency Coordination Center (NICC) and the appropriate Agency Aviation Manager.

See the Interagency Airspace Coordination Guide for further information on airspace conflict reporting and follow up.

24.14 - FAA TEMPORARY CONTROL TOWER OPERATIONS. Temporary control tower assistance is available through FAA. (Reference page 11-5 figure 11-3 of the Interagency Airspace Coordination Guide). All requests for temporary control towers are ordered through the appropriate Great Basin Coordination Center on an Aircraft resource order.

FAA Temporary Towers should be activated when conditions of visibility or level of activity at an uncontrolled airport are such that FAA control will enhance safety. Airport Managers should be consulted, as well as pilots and aircraft managers. When an agency requests that an FAA Temporary Tower be brought in due to complex aviation activity for an air base or incident, the following procedures must be followed:

1. Unit submits a resource order to the appropriate Great Basin Coordination Center for an FAA Tower as an "A" request, identifying date and time, location, and times of operation (sunrise to sunset).
2. Provide the following when placing the order:
 - Site Location: Does a facility exist? (Consider ordering Air Ops/Helibase trailers, office trailers, etc., **via an equipment order form**.) Does the facility have a good field of view for taxi, takeoff, and approach paths? Does the facility have electrical and/or phone capability?
 - Estimated times of operation
 - Estimated duration of incident
 - The names, telephone numbers and e-mail/internet addresses of the local unit contact(s)

NOTE: FAA Personnel are not committed to 14 day assignments. The FAA will handle personnel switch outs as needed and may request assistance with travel arrangements.

3. The FAA will be responsible for staffing appropriately to meet the request and any internal requirements. (Agency will be responsible for providing total subsistence for FAA personnel).
4. The local unit aviation manager is responsible for providing a thorough briefing to the FAA controllers and allowing the controllers, to present their own briefing to pilots and other interested personnel.
5. Ensure that adequate radio kit(s) are available for use. These must be 720-channel VHF-AM radios (note that the Air Ops/Helibase trailers come with complete radio packages).
6. Be aware that the FAA will issue a NOTAM (Notice to Airmen) for the airport informing the public of the change in status from uncontrolled to controlled, and identifying radio frequency for contact with the tower.
7. Additional Needs. Since the FAA does not have the support equipment necessary to establish a temporary tower, the incident should order support equipment through established ordering channels. Also, See the National Interagency Mobilization Guide 24.14 and the Interagency Airspace Coordination Guide, Page 11-8 Figure 11-6, for a list of support equipment.
8. When the incident no longer needs the tower, ensure that release procedures occur through the appropriate channels, and payment documents are completed.

24.15 - DEDICATED RADIO FREQUENCIES. See National Interagency Mobilization Guide.

24.16 - INTERAGENCY INTERIM FLIGHT AND DUTY LIMITATIONS. See National Interagency Mobilization Guide. Implementation decisions will be made on a coordinated, interagency basis, involving the Geographic Area's Coordination Center, NICC, National MAC, Great Basin MAC and National Aviation representatives at NIFC.

24.17 - AIRPORT CLOSURES. See the Interagency Airspace Coordination Guide, Page 11-1.

24.18 - EMERGENCY AIRCRAFT RADIO FREQUENCIES. See the Great Basin Aviation Communications Plan.

24.19 - AIRCRAFT IDENTIFICATION SYSTEM.

24.19.1 - ORDERING/RESOURCE TRACKING. Units, in order to perform timely search and rescue, must have a record of the complete FAA registration number of aircraft involved, including those designated below which are allowed to utilize a call-sign other than the FAA Registration ("N") Number. Units shall use the established FAA aircraft Registration ("N") Number system for logistical ordering/resource tracking through the resource ordering system. **Resource orders must include the full FAA Registration Number for all aircraft.**

24.19.2 - TACTICAL AIRCRAFT CALL SIGNS. Local or incident tactical aircraft shall use the following call sign system for radio transmissions. **Abbreviation to the last 3 numbers of the FAA Registration Number is permitted, provided there is no duplication of the call sign with that of another aircraft.**

- A. Airtankers.** Nationally assigned tanker number. For example, call sign "Tanker 63."
- B. Lead Planes.** Nationally assigned pilot's lead number. For example, call sign "Lead 51."
- C. Air Attack.** FAA Registration Number. Abbreviation to the last 3 digits is permitted. For example, call sign "Air Attack 54X."
- D. Reconnaissance.** FAA Registration Number. Abbreviation to the last 3 digits is permitted. For example, call sign "Recon 51P."

- E. **Helicopter.** FAA Registration Number. Abbreviation to the last 3 digits is permitted. For example, call sign "Helicopter 3HP."
- F. **Smokejumper.** FAA Registration Number. Abbreviation to the last 2 digits is permitted. For example, call sign "Jumper 31."
- G. **Aerial Supervision Module.** Normally assigned pilot's lead number. State of Alaska will assign "A" and all federal ASMs will assign a "B" as their identifier.

24.20 - AIRCRAFT ACCIDENT AND INCIDENT/HAZARD/MAINTENANCE DEFICIENCY REPORTING.

24.20.1 - GENERAL.

- A. Any deviation from standard aviation policy or procedures, either on the ground or in the air, shall be reported. Regardless of individual agency reporting time frames, all accidents, incidents with serious potential to have caused an accident, as well as all airspace conflicts, shall be reported **immediately**.
- B. The Agency with operational control of the aircraft at the time of the occurrence is responsible for ensuring timely submission by the observing or involved individual (i.e., Flight Manager) of the SAFECOM form (See 28.16, Dispatch Form 16), through that agency's reporting system. For aircraft enroute to an incident which are involved in an accident or Incident/Hazard/Maintenance Deficiency prior to arrival, the Scheduling/Sending Dispatch Office shall be the unit with reporting responsibility.

24.20.2 - AGENCY REQUIREMENTS.

- A. **Reporting Requirements.** For agency reporting requirements, particularly regarding accident vs. incident criteria, refer to agency-specific aviation safety manuals, handbooks, and supplemental guidance.

The "Safety Communique" (SAFECOM) is utilized to report any condition, observance, act, maintenance deficiency, or circumstance, which has potential to cause an aviation-related mishap. SAFECOMs should be mailed or submitted electronically. For SAFECOM form (See Dispatch Form 28.16).

- B. **Procedures.** Immediately after notification of a mishap, the unit should follow the notification and reporting procedures found in the unit's "Aircraft Emergency Response Plan." In addition to internal unit and agency notifications required in this Plan, notification to both the Great Basin Coordination Center and NICC shall be made.

The Great Basin Airspace Conflict Incident Reporting Process is as follows:

1. Reporting. Any individual regardless of agency, that observes any action that they feel has potential safety implications should report such action on a SAFECOM. The report must be timely and factual. The individual submitting the SAFECOM should not make judgments or speculate on the cause or serious nature of the incident. The report should be submitted within 24 hours of occurrence or sooner, if immediate action is needed.

2. Agency Aviation Safety Manager/Officer. Aviation Safety Managers/Officers of the agency that had operational control of the incident will review and investigate SAFECOMs. Discrepancies will be handled per agency direction. The agency on which the incident occurs will bear the cost of the investigation.

24.21 - AVIATION POSITIONS (GREAT BASIN).



24.21.1 - AREA AVIATION COORDINATOR. The individual may work with an Area Command or Multi-Area Coordination (MAC) Group, or, in their absence, may work directly with the unit. The recommended minimum ICS qualification for an Area Aviation Coordinator is Air Operations Branch Director. It is recommended that the individual(s) has completed the Great Basin MAC training.

An Area Aviation Coordinator is now part of the Area Command Team. Situations in which an Area Aviation Coordinator should be ordered include, but are not limited to:

- A MAC group is in place locally or at the geographic area level;
- Large incidents in close proximity (no Area Command Team in place);
- Heavy, long-term initial or extended attack where a large number of non-local aircraft are stationed within or assigned to a unit for an extended period of time.

The Area Command Aviation Coordinator interacts with incident Air Operations Branch Directors, frequency managers, Federal Aviation Administration (FAA), Department of Defense (DOD) officials, and aviation safety specialists. Significant coordination occurs with the expanded dispatch organization(s), the Geographic Area Coordination Center (s), and Initial Attack dispatch office(s).

24.21.2 - AIRSPACE COORDINATOR. An Airspace Coordinator is a technical specialist position not formally identified within the ICS system. Expertise in airspace coordination with the Federal Aviation Administration (FAA) and/or Department of Defense (DOD) military bases may not be available locally, or the amount of activity may be such that persons normally responsible for coordination are unable to fulfill coordination duties and responsibilities. In these cases, and when either large fire or heavy initial/extended attack is occurring requiring extensive coordination, monitoring, and follow up with FAA and/or DOD, the position should be ordered.

See the [Interagency Airspace Coordination Guide](#) for further information.

The position may function at either the local or coordination center level.

Forest Service units within the Great Basin have identified the Regional Aviation Officer as the common focal point for all airspace coordination within the Great Basin on lands administered by the Forest Service.

BLM units in Utah, Nevada, and Idaho have identified their respective State Aviation Managers as the focal point for airspace coordination on lands administered by the BLM.

The National Park Service has identified their respective Regional Aviation Officer for the National Park Service as the focal point for airspace coordination on lands administered by the Park Service.

The appropriate area airspace focal point should be informed by the Coordination Center when an order for an Airspace Coordinator is placed. Depending on workload, the RASO or the BLM State Aviation Manager may elect to fill the order, or he/she may advise the Coordination Center to order from the list of qualified individuals. The Airspace Coordinator ordered will work closely with the identified Great Basin focal point during the course of operations.

24.21.3 - ORDERING AND NOTIFICATION PROCEDURES FOR SPECIALIZED AVIATION POSITIONS.

Note: All aviation positions listed in this section are technical specialist positions not formally identified within the ICS system.

Aviation Safety Assistance Teams (ASAT's), Pilot, Maintenance, Avionics Inspectors, as well as Aviation Safety and Operations Specialist positions, are ordered through channels from the appropriate Coordination Center. The Coordination Center will then either fill from available personnel within the Great Basin or forward the request to NICC.

The type of operation (fixed-wing or helicopter) should be specified, since that will determine what type of Operations Specialist is ordered. Helicopter Operations Specialists are drawn from Regional/State/Area Office aviation management personnel; however, there may be selected helicopter managers, local aviation managers, and others who possess the skills and qualifications to perform the job. Fixed-Wing Base Operations Specialists should have a working knowledge of large air tanker bases, SEAT bases and retardant operations.

Area Aviation Coordinator. An Area Aviation Coordinator may be ordered by the local unit, by an Incident Team, or by aviation officers at the State, Regional, or Area level. No special notifications are required when this position is ordered. Orders will be filled by Coordination Centers, using the qualifications list provided by the Operations Committee.

Airspace Coordinator. An Airspace Coordinator may be ordered by the local unit, by an Incident Team, or by aviation officers at the State, Regional, or Area level or by a Coordination Center.

25 – PREDICTIVE SERVICES. Great Basin Coordination Centers are responsible for the coordination and distribution of required reports.

25.1 - INCIDENT STATUS SUMMARY (ICS-209). See National Interagency Mobilization Guide Subsections 25.1 and 28.8, for reporting requirements and format.



For any incident within the Great Basin that meets the reporting criteria, an Incident Status Summary will be completed and submitted electronically via the national web based ICS-209 Program. A final ICS 209 will be submitted once the incident is contained. An ICS 209 may be changed from final status to an update should the incident escape containment and then become final again upon recontainment. Reports are due by 2100 hours daily (local time), although earlier submission times may be set during those periods when the Great Basin Multi-Agency Coordinating (MAC) Group is active.

When in place at the incident, it is the responsibility of the Type 1 and 2 Incident Management Teams to complete and submit this information. For all other incidents (or in those instances where the IMT has no Internet capability), the dispatch center will ensure complete and accurate ICS-209 information is gathered and electronically submitted. Because they are hosted on the same platform, information from the ICS-209 Program will be automatically transferred into the Interagency Situation Report at the GACC and NICC levels.

If any significant changes occur during the night (large increase in acreage, change in complexity, increase threat to life/property, change in containment/control status, etc.), an update will be made via phone, fax or electronic mail to the appropriate Coordination Center by 0600 hours local time.



All Wildland Fire Use (WFU) events will require either a complete or abbreviated ICS-209. An abbreviated ICS-209 is defined as Blocks 2 through 7, 9 through 11, 14, 15, and 44 through 47. Once a WFU reaches 100 acres in size in timber, or 300 acres in grass fuel types a complete ICS-209 will be required. An update will only be required when the incident complexity changes.

25.2 - INTERAGENCY SITUATION REPORT (SIT). See National Interagency Mobilization Guide Subsection 25.2 for report content and requirements.

Dispatch centers will report all fire activity (including prescribed fires and Wildland Fire Use) and resource status via the web-based Interagency Situation Report application (<http://famweb.nwcg.gov/>) Information from this centralized database is then retrieved at the Coordination Center and NICC levels to generate summary situation reports for the Area(s) covered. A Situation Report User's Guide is available on the website for display/downloading; it is strongly suggested that users familiarize themselves with the definitions and instructions in the User's Guide before attempting to enter information into the website.

On a normal day, dispatch centers will gather their information and enter it into the SIT website by 1900 hours local time for the day's activity. If Initial Attack activity is such that the dispatch center is having difficulty meeting the 1900 time frame, the center will call the appropriate Coordination Center and negotiate a later submission time (generally no later than 2200 hrs. local time).

A. Daily fire Statistics. Dispatch centers will report both wildland and prescribed fire activity occurring during the past 24 hours (reporting period is 0001 to 2400 local time) on their units in this screen of the SIT program. If SIT information has been submitted and significant changes in fire activity occur once the Coordination Center has closed, an electronic message or fax with updated information will be submitted to the appropriate Coordination Center by 0600 hours local time. Corrections in numbers of fires/acres will be made on the following day (in the Year-to-Date Statistics screen).

- B. **Resource Information.** This section of the SIT program is used to show projected resource status for the next 24 hours. The following definitions are to be used when reporting projected resource status:

Available resources - all resources physically located on your unit(s) and under your control that are not be committed to fires or on a mandatory day off. Resources whose mobility is restricted to within state boundaries (such as inmate crews) should be included, with their limitations noted in the Remarks section.

Committed resources - resources that will be committed to initial/extended attack and prescribed fires on your unit(s). Do not show resources committed to large fires; they will be captured from the 209 Program.

- C. **ICS-209 Information.** For those incidents where an IMT is not assigned or is unable to enter incident information directly into the ICS-209 Program, dispatch centers will compile incident information and submit it via the ICS-209 tab/interface in the SIT program.

- D. **Incident Priorities.** Dispatch centers will use this screen to assign their internal incident priorities.

25.3 - INCIDENT MANAGEMENT SITUATION REPORT See the National Interagency Mobilization Guide, Subsection 25.1.3, for a description of this report produced by NICC.

25.4 – 7 DAY SIGNIFICANT FIRE POTENTIAL/WEEKLY FIRE WEATHER/FIRE DANGER OUTLOOK. See National Interagency Mobilization Guide Subsections 25.5 and 28.10, Dispatch Form 10, for product description and submission requirements.

This product replaces the report formerly known as the “Potential Assessment”, and will be compiled at the GACC level. The Coordination Centers will provide direction on submission requirements and time frames within their area of responsibility.

25.5 – MONTHLY FIRE WEATHER/FIRE DANGER OUTLOOK.

See National Interagency Mobilization Guide 25.6 and 28.11, for product description and submission requirements.

25.6 – SEASONAL FIRE WEATHER/FIRE DANGER OUTLOOK. See National Interagency Mobilization Guide, subsection 25.6 for product description and submission requirements.

The first product will be issued prior to the onset of the fire season, with a minimum of one update during the fire season, or as deemed necessary.

25.7 – NATIONAL WILDLAND FIRE OUTLOOK REPORT. See National Interagency Mobilization Guide Subsection 25.7 for a description of this report produced by NICC.

25.8 - WILDLAND FIRE ENTRAPMENT/FATALITY REPORT. See the National Interagency Mobilization Guide, Section 25.5 and Subsection 28.12 Dispatch Form 10.) Notification of such an occurrence will be made immediately by telephone through agency channels directly to NICC. This will be followed by a phone call to the appropriate Coordination Center to relay the same information. The completed written report will be submitted to NICC within 24 hours, with a carbon copy to the Coordination Center.

25.9 - SERIOUS ACCIDENT / INJURY REPORT. Will be submitted using local protocols and additionally shall be reported through established dispatch channels to the National Interagency Coordination Center via the GACC. A serious accident/injury is defined as any incident requiring transport by life flight or admission to a hospital.

25.10 – TACTICAL AVAILABILITY REPORT. Each Coordination Center will compile and distribute an Area Tactical Availability Report by 1000 hours local time.

25.11 – INCIDENT PRIORITIES. The criteria contained in Subsection 11.2 of the National Interagency Mobilization Guide will be used to establish incident priorities. At Preparedness Levels 4 and 5, the Great Basin MAC Coordinator will utilize the Priority Decision Matrix format contained in the Great Basin MAC Group Operating Plan to assign incident priorities on an area basis, based on information contained in the ICS-209's and WFSA's that have been submitted. Time frames and requirements will depend upon the preparedness level or need.

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26 - NATIONAL FIRE PREPAREDNESS PLAN. See National Interagency Mobilization Guide.

26.1 - WHY PREPAREDNESS LEVELS ARE ESTABLISHED

See National Interagency Mobilization Guide.

26.1.1 - WHY PREPAREDNESS LEVELS ARE ESTABLISHED - GREAT BASIN.

- A. To identify the level of wildland and prescribed fire activity, severity, and resource commitment within the Great Basin.
- B. To identify actions to be taken by Agency Administrators, Area Coordinator(s), Unit Administrators, and Unit Dispatchers of respective agencies to assure an appropriate level of preparedness/readiness for the existing and potential situation.
- C. To modify or curtail Area or Unit fire management activities when essential to assure preparedness or response capabilities for situations within the Area or Unit.

26.2 - GEOGRAPHIC AREA PREPAREDNESS LEVELS.

26.2.1 - GENERAL.

- A. The Area Coordinator(s) will monitor the Area wildland fire situation and determine Preparedness Levels.
- B. As levels increase, all management direction/considerations from each previous level will automatically be continued at the next higher level.
- C. Area Preparedness Levels are determined from the ground up, and at the higher levels may constrain activities in a single unit not experiencing similar activity. This assures that sufficient resources will be available for Area or National situations. However, Area Preparedness Levels must also be responsive to the National Preparedness Levels which identify amounts of wildland fire activity, severity, and resource commitment nationally.
- D. Certain circumstances may arise where it is necessary to make exceptions to management considerations specified in the Preparedness Levels. The following section describes applicable circumstances and procedures to be followed.

26.2.2 - EXCEPTIONS.

Since the National Preparedness Levels are designed to ensure that sufficient resources are available for the National situation, management direction/considerations at higher levels may constrain activities in Geographic Areas not experiencing significant activity. In such a situation, the Great Basin Area may have activity occurring at a lower level than is reflected by the National Preparedness Levels. It may be necessary to continue activities within the Great Basin Area so long as those activities will not detract from actions being taken to assure an appropriate level of National preparedness/readiness.

26.3 - PREPAREDNESS LEVEL DESCRIPTIONS. See National Interagency Mobilization Guide for National Preparedness Level descriptions. Unit Preparedness Levels shall be determined in accordance with agency direction through Agency Directives. A similar process may take place for Inter-agency Dispatch Centers. The following are Preparedness Levels for the Great Basin Geographic Area.

| ALL PREPAREDNESS LEVELS | |
|--|---|
| Description: The following activities apply regardless of the level of fire activity. | |
| Management Direction/Consideration | Responsibility |
| A. Report wildland and prescribed fire activity via the Interagency Situation Report program as directed by the appropriate Geographic Area Coordination Center. | Unit Administrator |
| B. For all incidents which meet the large fire criteria (100+ acres in timber, 300+ acres in grass, or IMT assignment), prepare an ICS-209 and WFSA and submit a copy to the appropriate Geographic area Coordination Center by 2200 daily until the incident is controlled. | Incident Commander/ Unit Administrator |
| C. Provide the appropriate Coordination Center with timely intelligence on existing and emerging situations. | Unit Administrator |
| D. Via the Interagency Situation Report program and Geographic Area Coordination Center website, provide a report of area fire activity as appropriate. | Area Coordinator(s) |
| E. Staff all dispatch centers in accordance with the level of fire activity and resource order workload not only at the local level but also the geographic and national levels. This will range from providing an after hours contact to staffing the center on a 24 hours a day basis. | Agency Administrator |

Table 26-1: Great Basin Preparedness Levels

| 26.3.1 - PREPAREDNESS LEVEL 1 | |
|--|-----------------------|
| Description: No large wildland fires in progress. Most units have low to moderate fire severity. Number and size of fires within normal range for that time of year (occasional fire or fires not exceeding 99 acres in size). Little or no commitment of other than local resources. | |
| Management Direction/Consideration | Responsibility |
| A. Ensure all units are fire ready. | Agency Administrator |

| 26.3.2 - PREPAREDNESS LEVEL 2 | |
|--|-----------------------|
| Description: One or more units experiencing moderate to high fire danger with NFDRS Staffing Classes 2 and 3. Several units having 1/4 to 99 acre fires. Potential exists for Initial Attack fires to escape and become large, project fires. Resources within the area appear adequate to deal with the situation. | |
| Management Direction/Considerations | Responsibility |
| A. Ensure that incident management is conducted on an interagency basis. | Area Administrators |
| B. Consider severity needs and assess long range forecasts. | Area Administrators |

26.3.3 - PREPAREDNESS LEVEL 3

Description: Several units experiencing high to very high fire danger with NFDRS Staffing Class 3. Numerous units having 1/4 to 99 acre wildland or prescribed fire activities ongoing. Several wildland fires are escaping Initial Attack and reaching 100 to 300 acres or larger in size. Holding actions taking increasing numbers of resources. A Type 1/2 Incident Management Team is on order or committed, or 50 percent of area crews or Initial Attack resources committed, or a 30 percent combination of both.

| Management Direction/Considerations | Responsibility |
|--|---|
| A. Agency/Geographic Areas monitor Wildland Fire Use (WFU) incidents, prescribed fire activities, and suppression requirements to maximize efficient resource utilization for identified priorities. | Unit Administrator |
| B. Ensure fire qualified personnel are available for fire assignment. | Unit Administrator |
| C. Coordinate pre-positioning of area resources as may be appropriate. | Area Coordinator |
| D. Canvas units for anticipated severity funding needs. Consider requesting funds to strengthen preparedness capabilities (scarce resources). | Agency Administrator |
| E. Prepare for training and hiring of emergency firefighter crews. | Unit Administrator |
| F. Coordinate the need to extend day length of area resources | Area Coordinator |
| G. Consider need for weekly Aviation calls. | Area Coordinator/ Agency Administrator |
| H. Consider need to activate MAC Group. | Area Coordinator / Unit/Agency Administrator |
| I. Consider ordering a Frequency Coordinator. | Area Coordinator |
| J. Consider pre-positioning a radio kit/temporary repeater(s) | Area Coordinator |
| K. Consider need to add a FBAN at the GACC's | Area Coordinator |

26.3.4 - PREPAREDNESS LEVEL 4

Description: Two units experiencing very high or extreme fire danger, with NFDRS Staffing Class of 4. Numerous wildland fires escaped Initial Attack, and several are reaching 100-1000 acres in size. No break in the predicted weather for at least 48 hours. Two or more units experiencing incidents requiring Type 1 or 2 teams, 80 percent of all crews or Initial Attack resources committed on wildland fires. Competition exists for resources between units. Resources being mobilized from outside the Great Basin.

| Management Direction/Considerations | Responsibility |
|---|---|
| A. Wildland Fire Use (WFU) and prescribed fire application can be continued or be initiated if the proposed action is approved by an agency at the regional or state office level. This approval must be based on an assessment of risk, impacts of the proposed actions on area resources and activities and must include feedback from the Geographic Area MAC Group. The Geographic Area MAC Group provides information or perspectives to agencies wishing to proceed with or implement a wildland fire use or prescribed fire application. The final decision to implement resides with the implementing agency. | Agency Administrator |
| B. Activate the Great Basin MAC Group. Consider/coordinate pre-positioning of outside resources into the Area. Coordinate allocation of resources within the Area. | GACC Coordinator |
| C. Coordinate wildland fire restriction. | Unit/Agency Administrator |
| D. Units with wildland fire activity will provide appropriate coordination centers with fire priorities and other pertinent information at 2300 and 1400 hours daily when appropriate. | Unit Administrator |
| E. Support National efforts to train military. | Unit/Agency Administrator |
| F. Provide fire priorities and other pertinent information at times required by NICC. | Area Coordinator |
| G. Coordinate news releases with appropriate agencies. | Area Coordinator/ Unit Administrator |
| H. Consider activation of Aviation Safety Assistant Teams and/or FAST | Unit/Agency Administrator |
| I. Conduct weekly Aviation calls. | Unit/Agency Administrator |
| J. Open pre-identified mobilization centers/staging areas as appropriate. | Area Coordinator/ Unit Administrator |
| K. Consider pre-positioning appropriate Incident Management Teams. | Area Coordinator/ Agency Administrator |
| L. Consider ordering a Frequency Coordinator to be located at the affected coordination center. | Area Coordinator |
| M. Consider pre-positioning Type 3 IMT teams, Helicopter Modules, etc. | Area Coordinator/ Unit Administrator |
| N. Consider discontinuing filling other than emergency incident supply and equipment orders. | Area Coordinator/ GB Cache Manager |

26.3.5 - PREPAREDNESS LEVEL 5

Description: Several units are experiencing major incidents which have the potential to exhaust all resources, while numerous new fires continue to occur. Most, if not all, the resources within the Area are committed; as resources become available, they are immediately reassigned to other incidents. The majority of support is coming from outside the Area. No break in the weather is predicted for at least 48 hours.

| Management Direction/Considerations | Responsibility |
|--|---|
| A. Wildland Fire Use (WFU) and prescribed fire application can be continued or be initiated if the proposed action is recommended by the regional or state level. The National Agency Representative will assess risk and impacts of the proposed actions and discuss with the National MAC Group. This group will have an opportunity to provide information or perspectives to agencies wishing to proceed with or implement a wildland fire use or prescribed fire application. The final decision to implement resides with the implementing agency. | Unit Administrator |
| B. Dispatch available and/or on-call 24 hours per day (unless otherwise negotiated with GBCC's). | Unit Dispatcher |
| C. Intensify coordination efforts with all wildland fire protection agencies and news media. | Area Coordinator/ Unit Administrator |

26.3.6 - PREPAREDNESS LEVEL 5 TO 4. See [National Interagency Mobilization Guide](#).

26.3.7 - PREPAREDNESS LEVEL 4 TO 3. See [National Interagency Mobilization Guide](#).

26.3.8 - PREPAREDNESS LEVEL 3 TO 2. See [National Interagency Mobilization Guide](#).

26.4 - NATIONAL MULTI-AGENCY COORDINATING GROUP (MAC) DECISIONS.

See [National Interagency Mobilization Guide](#).

All National MAC Group decisions affecting Geographic Areas and/or providing management guidance will be documented on the EGBCC/WGBCC websites. Additional information may be required from Geographic Areas and Coordinating Groups in order to effectively develop strategy.

26.4.1 - GREAT BASIN MULTI-AGENCY COORDINATING GROUP (MAC) DECISIONS. All GACC MAC decisions affecting Geographic Areas and/or providing management guidance will be documented on the EGBCC/WGBCC web sites.

26.5 - FOLLOW-UP EVALUATION. See [National Interagency Mobilization Guide](#).

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27 - MOBILIZATION PROCEDURES FOR MILITARY ASSETS AND INTERNATIONAL ASSIGNMENTS.

27.1 - ESTABLISHED RESOURCE ORDERING PROCESS. See National Interagency Mobilization Guide and Military Use Handbook. (NFES Catalog #2175).

27.1.A - GREAT BASIN PROCEDURES. National Guard assets may be utilized, particularly to provide assistance with transportation. Release of units will follow mobilization procedures in reverse.

1. Idaho National Guard.

a. Within the State of Idaho, Boise National Forest will serve as the liaison/contact for any request for Guard assets.

b. All units within Idaho will order through the Eastern Great Basin Coordination Center (EGBCC) utilizing established dispatch channels. The EGBCC will then request National Guard Resources through the Boise Interagency Logistics Center (BILC).

c. Idaho State Department of Lands (IDL) may order direct through the IDL State Fire Coordinator in Coeur D'Alene, with notification to EGBCC.

2. Utah National Guard.

a. Within the State of Utah, the Northern Utah Interagency Fire Center (NUIFC) is the liaison/contact for any request for Guard assets.

b. All units within Utah will order through the EGBCC utilizing established dispatch channels.

3. Nevada National Guard.

a. Within the State of Nevada, units shall request Guard assistance through the Western Great Basin Coordination Center (WGBCC).

b. The WGBCC will then request through the Nevada Division of Forestry, Sierra Front Interagency Dispatch Center (SFIDC).

4. Wyoming National Guard. The Wyoming National Guard shall be requested through established dispatch channels.

27.2 - CIVILIAN SUPPORT. See National Interagency Mobilization Guide.

27.3 - DEMOBILIZATION PROCEDURES. See National Interagency Mobilization Guide.

27.4 - INTERNATIONAL OPERATIONS. See National Interagency Mobilization Guide.

27.4.1 - CANADA SUPPORT. See National Interagency Mobilization Guide.

27.4.2 – AUSTRALIA SUPPORT AND NEW ZEALAND SUPPORT.
See National Interagency Mobilization Guide.

27.4.3 - MEXICO SUPPORT. See National Interagency Mobilization Guide.

27.4.4 – SUPPORT TO OTHER NATIONS FOR LARGE SCALE MOBILIZATIONS.
See National Interagency Mobilization Guide.

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28 - DISPATCH FORMS. All units will use appropriate forms as designated by this Mobilization Guide and by their Coordination Center.

28.1 - RESOURCE ORDER FORM. See National Interagency Mobilization Guide, 28.1.

28.2 - FOOD SERVICE REQUEST FORM.
See National Interagency Mobilization Guide, 28.2.

28.3 - PASSENGER AND CARGO MANIFEST FORM.
See National Interagency Mobilization Guide, 28.3.

28.4 - AIRCRAFT FLIGHT REQUEST/SCHEDULE FORM.
See National Interagency Mobilization Guide, 28.4.

28.5 - INFRARED AIRCRAFT SCANNER REQUEST FORM.
See National Interagency Mobilization Guide, 28.5.

28.6 - FAA TEMPORARY TOWER REQUEST FORM.
See National Interagency Mobilization Guide, 28.6.

28.7 - PREPAREDNESS/DETAIL REQUEST FORM.
See National Interagency Mobilization Guide, 28.7.

28.8 - INCIDENT STATUS SUMMARY (ICS-2090 FORM.
See National Interagency Mobilization Guide, 28.8.

28.9 - INCIDENT MANAGEMENT SITUATION WEATHER OUTLOOK FORM.
See National Interagency Mobilization Guide, 28.9.

28.10 - WEEKLY WILDLAND FIRE WEATHER/FIRE DANGER OUTLOOK FORM.
See National Interagency Mobilization Guide, 28.10.

28.11 - MONTHLY WILDLAND FIRE WEATHER/FIRE DANGER OUTLOOK FORM.
See National Interagency Mobilization Guide, 28.11.

28.12 - WILDLAND FIRE ENTRAPMENT/FATALITY INITIAL REPORT FORM.
See National Interagency Mobilization Guide, 28.12.

28.13 – DOCUMENTATION OF LENGTH OF ASSIGNMENT EXTENSION REQUIREMENTS FORM. See National Interagency Mobilization Guide, 28.13.

Copies of the following forms are provided in the subsequent pages:

28.14 - INTERAGENCY REQUEST FOR TEMPORARY FLIGHT RESTRICTION.
See Page 87.

28.15 - DOCUMENTATION OF CONTACTS REQUESTING DECONFLICTION OF AIRSPACE BY THE MILITARY. See Page 88.

28.16 - SAFECOM FORM. See Page 89 or view on the Internet at <http://www.oas.gov/OASSAFTY/safecom.htm> or <http://205.173.2.4/safecom/index.htm>.

28.17 - AIRSPACE BOUNDARY MANAGEMENT PLAN AND CHECKLIST.
See Pages 90-92.

28.18 - BUYING TEAM PERFORMANCE EVALUATION. See Pages 93-94.

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28.14 - INTERAGENCY REQUEST FOR TEMPORARY FLIGHT RESTRICTION.

INTERAGENCY REQUEST FOR TEMPORARY FLIGHT RESTRICTION

(TFR request must be phoned in as per FAA. This form may also be FAXed to provide documentation.)

| | |
|---|--|
| RESOURCE ORDER NUMBER: Request #: A - | DATE: TIME: |
| TO: FAA ARTCC _____ FAA PERSON CONTACTED: _____ | FROM: DISPATCH OFFICE _____ PERSON REQUESTING TFR: _____ |

☐ Check if this TFR is a replacement. If so, NOTAM # of TFR being replaced. _____
 (Existing TFRs can not be changed, only cancelled and replaced.)

Geographic Location of Incident (nearest town, state) _____

| Location (Circular TFR) List nearest NAVAID (distance should be less than 50 NM) - do not use NDB or T-VOR. | | | | |
|--|------------------|----------------|--|-----------------------------------|
| VOR ID | RADIAL (Degrees) | DIS-TANCE (NM) | LAT/LONG of Center Point (use US NOTAM OFFICE FORMAT dddmmssN/dddmmssW) | RADIUS (NM) (5 NM is standard) |
| | | | N/ W | |

OR (Polygon TFRs should be rare and only used if circular shape is not adequate.)

| Location (Polygon TFR) (List perimeter points in clockwise order) List nearest NAVAID (distance < 50 NM) - do not use NDB or T-VOR. | | | | | | | | | | |
|--|--------------|------------------|---------------|-------------------------------|--|---------|--------------|------------------|---------------|-------------------------------|
| Point # | VOR ID (XXX) | Radial (Degrees) | Distance (NM) | Lat/Long dddmmssN/dddmmssW | | Point # | VOR ID (XXX) | Radial (Degrees) | Distance (NM) | Lat/Long dddmmssN/dddmmssW |
| 1 | | | | N/ W | | 5 | | | | N/ W |
| 2 | | | | N/ W | | 6 | | | | N/ W |
| 3 | | | | N/ W | | 7 | | | | N/ W |
| 4 | | | | N/ W | | 8 | | | | N/ W |

Altitude restrictions: _____ FEET MSL (do not use AGL – Standard is 2000' above highest terrain point)

The _____ / _____ at _____ , _____
 Agency Name Incident Name 24 Hr. Phone # (No Toll Free #s) VHF-AM Air/Air Frequency
 is in charge of on scene emergency response activities. TFR to provide a safe environment for fire fighting aircraft operations; effective immediately, until further notice, 24 hrs/day.

| The requested TFR affects the following Special-Use Airspace: | | | | | |
|--|---------------------|------------|-------|---------------------|------------|
| The requested TFR affects the Military Training Routes listed below: | | | | | |
| Route | SCHEDULING ACTIVITY | SEGMENT(S) | Route | SCHEDULING ACTIVITY | SEGMENT(S) |
| | | | | | |
| | | | | | |

IMPORTANT NOTE TO FAA: If the TFR affects SUA and/or MTR(s), we request NOTAM distribution to all military bases involved, to the Coordinating Flight Service Station, and, for MTRs, to the Flight Service Station and Air Route Traffic Control Center with responsibility for the airspace at the route entry point(s).

28.15 - DOCUMENTATION OF CONTACTS REQUESTING DECONFLICTION OF AIRSPACE BY THE MILITARY.

DOCUMENTATION OF CONTACTS REQUESTING DECONFLICTION OF AIRSPACE BY THE MILITARY

I. MILITARY TRAINING ROUTES (MTRs)

REQUEST CLOSURE OF SEGMENTS OR RESTRICTION (eg. ALTITUDE ADJUSTMENT) OF THE FOLLOWING MTRs:

| DATE / TIME | SCHEDULING ACTIVITY | COMMERCIAL PHONE NUMBER | DECONFLICTION REQUESTED ON | | | CONTACT MADE TO (SCHEDULER NAME) | CONTACT MADE BY (DISPATCHER NAME) | IS ROUTE HOT? (Y/N) | REMARKS/ (DAILY CONTACTS) | RESTRICTION LIFTED (DATE/TIME AND CONTACTS) |
|-------------|---------------------|-------------------------|----------------------------|------------|----------|----------------------------------|-----------------------------------|---------------------|---------------------------|---|
| | | | ROUTE # | FROM POINT | TO POINT | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

II. SPECIAL-USE AIRSPACE (SUA) (MOAs, RAs, etc.)

RELAY INFORMATION ON REVERSE ("INTERAGENCY REQUEST FOR TEMPORARY FLIGHT RESTRICTION") TO THE SCHEDULING AGENCY AND/OR MILITARY ATC FACILITY

| DATE / TIME | SCHEDULING AGENCY OR ATC | PHONE NUMBER | REQUEST RELAYED TO (SCHEDULER NAME) | REQUEST RELAYED BY (DISPATCHER NAME) | REMARKS/ (DAILY CONTACTS) | RESTRICTION LIFTED (DATE/TIME AND CONTACTS) |
|-------------|--------------------------|--------------|-------------------------------------|--------------------------------------|---------------------------|---|
| | | | | | | |
| | | | | | | |

28.16 - SAFECOM FORM.

SAFECOM
Aviation Safety Communique

Reported By (Optional)
Name: _____ Phone: _____
Office: _____ Date: ____/____/____
Organization: _____

EVENT

Day: ____/____/____ Local Time: _____ Injuries: Y__ N__ Damage: Y__ N__
Location: _____ State: _____
Airport, City, Lat/Long, or Name

MISSION

Type _____ Procurement _____
Pax, Cargo, Recon, Sling, Longline, etc. Contract, CWN, Rental, Fleet, etc.
Number of Persons Onboard _____ Special Use? Y__ N__ Haz Mat Onboard? Y__ N__
Departure Point _____
Destination _____

AIRCRAFT

Registration No. (N#) _____ Manufacturer _____
Model _____
Owner/Operator _____
Pilot _____

Narrative

Please provide a brief explanation of the event

CORRECTIVE ACTION

Send to:

U.S. Forest Service - Local Forest and Regional Aviation Safety Officer in which the event took place.
U.S. Department of the Interior - Through Bureau channels to OAS Aviation Safety Manager, P.O. Box 15428, Boise, Idaho, 83715-5428 or submit electronically through SAFETYNET at (208) 387-5823.

This form is used to report any condition, observance, maintenance problem, act or circumstance which has potential to cause an aviation-related mishap

Coding: For use of Regional Aviation Safety Manager.

B B B B C C C C

Form OAS-34 (FS 5700-14) Jan 96

ing _____

Data Track-

28.17
Great Basin Interagency
Airspace Boundary Management Plan and Checklist

I. PURPOSE:

The requirement for increased management and coordination is due to the possibility of two or more agencies/cooperators conducting simultaneous, uncoordinated aviation operations within those areas which would unknowingly put the responding aerial operations within close proximity to another, placing aircraft and crews at risk. The purpose of this plan is to identify such boundaries and Initial Attack zones and provide means of communication, coordination, and airspace deconfliction within those areas.

Aerial operations on, or adjacent to agency/cooperator boundaries, and areas where a neighboring agency/cooperator provides fire suppression on lands administered by the adjoining agency/cooperator (Amutual aid@, Ashared@, or Aexchanged@ Initial Attack areas or zones) require increased management and coordination.

GUIDELINES & PROCEDURES:

- A. An imaginary 10 mile wide Aneutral air@ corridor will center on agency/cooperator boundaries. The Aneutral air@ for mutual or exchanged Initial Attack areas or zones will encompass the whole zone plus 5 miles outside the zones boundaries.
- B. Any agency conducting aerial operations within a corridor or zone will immediately notify the adjoining agency/cooperator of such operations. This is accomplished to and from dispatch offices prior to the commencement of operations and when operations cease. Examples of aerial operations include recon, fire suppression missions, special aviation projects, resource management flights, helicopter logging, etc.
- C. Agency aircraft will establish contact on the assigned air-to-air frequency. Should contact not be made the contact air-to-air frequency will be AAir Guard@ 168.625 Mhz. This frequency will be designated for initial contact and coordination between converging aircraft within corridors and zones only when contact is not otherwise possible. Because this frequency is programmed as the default receive frequency in all agency and contract aircraft FM radios and is intended for initial contact and emergency purposes only, it is imperative that this frequency not be utilized for tactical or logistical purposes. If Guard is used to establish initial contact, aircraft are expected to switch to an alternative frequency (i.e. the local or incident air-to-air frequency, etc.).
- D. When aircraft from two or more adjoining agencies/cooperators are being committed to the same general area of a corridor/zone:

Considering complexity, dispatch an Air Tactical Group Supervisor (ATGS).

Approaching aircraft will establish air-to-air frequency contact prior to entering the area.

Aircraft rely upon dispatch centers for current relevant information. Therefore, coordination between dispatch centers must occur prior to dispatch.

- E. When an aircraft is dispatched to an incident within a corridor/zone and no other aircraft are known to be present:

The approaching aircraft will attempt to establish contact on the assigned frequency.
If unsuccessful, Guard frequency 168.625 will be utilized.

Perform a high level recon prior to low-level activities.

Practice Asee and avoid@.

The dispatch initiating the flight will notify and coordinate with the adjoining agency/
cooperator dispatch.

- F. Temporary Flight Restrictions (TFRs) within or in close proximity to corridors/zones will be coordinated and information shared between the responsible dispatch offices.

GREAT BASIN INTERAGENCY AIRSPACE BOUNDARY CHECKLIST

The boundary zone between adjacent jurisdictional agencies has the potential for conflicted airspace when more than one center or agency dispatches aviation resources to these areas. The definition of boundary zone area for the purposes of conflicting airspace shall be defined as an area 5 nautical miles either side of jurisdictional boundaries.

Aviation Dispatchers are responsible for assuring that agency aircraft dispatched to initial or extended attack incidents, leave their bases with accurate mission information. If aircraft are crossing or working in close proximity to unit boundaries utilize the following checklist.

AIRCRAFT WILL NOT BE DISPATCHED UNTIL CHECKLIST HAS BEEN COMPLETED AND INITIALED BY AIRCRAFT DISPATCHER.

Have Neighboring Dispatch Center(s) Been Notified of Your Response?

- ☐ Yes
- ☐ No

Have Common Frequencies Been Assigned to All Responding Aircraft?

- ☐ Yes
- ☐ No

If Extended Attack, Have Dispatch Centers Agreed on the Single Order Point for Incident Resources?

- ☐ Yes
- ☐ No

Are Flight Crews Aware of Order Point and Flight Following Center?

- ☐ Yes
- ☐ No

Do You Have an Existing Temporary Flight Restriction (TFR) on Your Unit? Have You Notified Cooperating Agencies?

- ☐ Yes
- ☐ No

Are There Military Training Routes, (MTRs) or Special-Use-Airspace (SUA) in the Incident Area? Have Flight Crews Been Informed?

- ☐ Yes
- ☐ No

BUYING TEAM PERFORMANCE EVALUATION

Instruction: The Line Officer or Designated Agency Representative completes the performance evaluation prior to release of the Buying Team. The Buying Team Leader shall forward a copy of the rating to the geographic area buying team coordinator.

Incident Name: _____ **Date:** _____

Incident Agency: _____

Buying Team Name: _____

Evaluators Name & Position: _____

Evaluators Phone No.: _____

1) Was the Leader an effective manager of the Buying Team and its activities?

Above Satisfactory Satisfactory Below Satisfactory

2) Was it obvious that the Leader was in charge?

Above Satisfactory Satisfactory Below Satisfactory

3) Did the Buying Team adhere to the Incident Business Management Handbook rules and policy?

Above Satisfactory Satisfactory Below Satisfactory

4) Did the Buying Team evaluate the availability of goods and services, prices, and delivery costs, and did the team select the source best meeting incident needs?

Above Satisfactory Satisfactory Below Satisfactory

5) Did the Buying Team make sound cost management decisions and provide documentation to support their decision?

Above Satisfactory Satisfactory Below Satisfactory

6) Was the Buying Team prompt in supplying goods and services for the incident?

Above Satisfactory Satisfactory Below Satisfactory

7) Was the Buying Team sensitive to local community issues, local businesses, local contractors, and local land owners?

Above Satisfactory Satisfactory Below Satisfactory

8) Was the Buying Team effective in negotiating and issuing EERA's and Emergency Facilities and Land Use Agreements?

Above Satisfactory Satisfactory Below Satisfactory

9) How well did the Buying Team manage accountable property?

Above Satisfactory Satisfactory Below Satisfactory

10) How was the Buying Team's performance in settling claims (if applicable)?

Above Satisfactory Satisfactory Below Satisfactory

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 40 – INCIDENT BUSINESS MANAGEMENT COORDINATION**

11) How was the Buying Team's ability to anticipate and respond to changing conditions, such as additional incidents and/or workloads?

Above Satisfactory Satisfactory Below Satisfactory

12) How was the Buying Team's coordination and cooperation with the incident agency?

Above Satisfactory Satisfactory Below Satisfactory

13) How was the Buying Team's coordination and cooperation with expanded dispatch?

Above Satisfactory Satisfactory Below Satisfactory

14) How was the Buying Team's coordination and cooperation with the IMT?

Above Satisfactory Satisfactory Below Satisfactory

15) How was the Buying Team's coordination and cooperation with the Agency Rep. or IBA?

Above Satisfactory Satisfactory Below Satisfactory

16) Was the Buying Team's documentation package complete and submitted appropriately?

Above Satisfactory Satisfactory Below Satisfactory

17) Did the Buying Team present a positive attitude and work in a professional manner?

Above Satisfactory Satisfactory Below Satisfactory

What one thing would you recommend for this Buying Team to concentrate on improving?

Describe how the Buying Team exceeded your expectations

This evaluation has been discussed by and between the:

Line Officer or Designated Agency Representative

Signature:

Date:

Buying Team Leader

Signature:

Date: